

South Gloucestershire

# Primary Schools

## Admission guide

For parents and carers of children  
born between 1 September 2018 and  
31 August 2019, and due to start  
school in September 2023



**Don't be late!**  
Applications must  
be submitted by  
**15 January 2023**

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# Welcome

On behalf of the Headteachers, Governors, teachers and support staff, we welcome you to South Gloucestershire's Primary Schools Admission Guide for parents and carers of children who will be starting school in September 2023.

Giving children and young people the best start in life is our top priority. Supported by school leaders and our wonderful teachers, we want to see all our young people thrive throughout their education and for their school years to act as a springboard for their futures.

Standards in South Gloucestershire schools have improved significantly in recent years, with almost all schools judged to be Good or Outstanding by Ofsted. To support continuous improvements in standards, we are continuing to increase spending on schools, including additional support to help children with special educational needs and disabilities.

Working together, we are:

- improving schools so more children have access to good quality local education
- working with the schools which excel in key areas and sharing their expertise and experience to support improvements right across South Gloucestershire
- breaking down and overcoming barriers to learning so that all children can achieve their potential, with a focus on early help and improving access to extra support for young people where it's needed
- making improvements to the fabric of our schools, so that staff can continue to educate and nurture young people, for years to come, in high quality teaching and learning environments that provide space and facilities for a full range of curriculum opportunities.

We recognise that identifying the school you would prefer your child to attend is hugely important. The information in this guide is intended to help you, by explaining how the admissions process works and signposting you to sources of further information and advice.

Please take the opportunity to read this guide, to consider the information included and to seek any further advice you need.

We share the hopes and aspirations of our young people and their families, which is that every child should be able to grow, learn and thrive to achieve their fullest potential. Through the South Gloucestershire Council Co-ordinated Admission Scheme, we will ensure that all parents and carers receive an offer of a place on national offer day.

We wish your child well in starting school and success as they progress with their education.



*Erica Williams*

**Councillor Erica Williams**

Cabinet Member for Schools,  
Skills and Employment



*Christine Sivers*

**Chris Sivers**

Executive Director –  
Department for People

# Key information



At the time of publication, the Covid 19 pandemic is on-going and procedures for managing admissions and admission appeals may be subject to change. Please visit South Gloucestershire Council's website [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) for any updates.

## Who should apply?

If your child was born between 1 September 2018 and 31 August 2019 you must apply for them to start primary school in September 2023.

## In-year admissions

If your child has turned five and does not currently have a school place or you want to transfer them to a different school you need to make an 'in-year' application. Please see our webpage [www.southglos.gov.uk/inyearadmissions](http://www.southglos.gov.uk/inyearadmissions)

## How to contact us

After reading this guide, if you need help with your application please call the council's Department for People on **01454 868008** or email: [cis@southglos.gov.uk](mailto:cis@southglos.gov.uk)



# Important dates for your diary



## 12 September 2022

The on-line application form will be available for you to complete at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) from **12 September 2022**.



## 15 January 2023

The closing date for all applications is **15 January 2023**. If you miss this date your application will be 'late' and you will reduce the likelihood of receiving an offer at one of your preferred schools.



## 17 April 2023

Offers of a school place made to parents/carers resident in South Gloucestershire will be on **17 April 2023** (via the on-line system if you applied on-line). If you submitted a downloaded application form, you will be notified by letter (to be posted 1st class on **17 April 2023**).



## 2 May 2023

Parents/carers must reply to offers made by **2 May 2023**.



# Top tips



- ✓ The admission process has clear stages and important deadlines. This guide sets out the process and gives guidance on how to submit your application.
- ✓ While most parents/carers obtain a place at their preferred schools, this cannot be guaranteed. It is important to bear this in mind when talking to your child about starting school or moving to a new school.
- ✓ When considering your preferred school(s), there are a number of ways in which you can obtain more information. Schools hold open days or evenings or offer opportunities to visit in person or virtually. Many schools publish a prospectus (obtainable from the school) which gives information about the school, including results. Most schools also have websites and the results of school inspections can be found on the Ofsted website.
- ✓ Your application will be assessed against the relevant admission/over-subscription criteria for your preferred schools. The admission criteria are set out in this guide. It is important to consider how these apply to your child and family. In particular, if you have two or more children you wish to attend the same school, you are advised to read and understand the local sibling criterion and be clear about whether or not your child meets the definition of a local sibling. Please be aware that the law on admissions is strict and the council must apply the relevant admission criteria for schools when considering applications from individual children and their families and allocating the available places.
- ✓ Free travel assistance to and from school is given only in certain circumstances and cannot be guaranteed. This guide sets out important information on school transport to take into account when considering your preference(s). Please read the guidance carefully.



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# At what age do children start school?

The information below will help you decide when your child should start school.

Primary school age provision in South Gloucestershire includes schools and academies. Academies are independent schools within the state sector. In this guide, the word 'schools' includes both schools and academies unless a different procedure applies.

## Children aged four

So that children can benefit from three full years of infant education, children are normally admitted to South Gloucestershire schools in the September following their fourth birthday. If your child was born between 1 September 2018 and 31 August 2019, he/she is able to start school in September 2023 and will join the reception class at the age of four.

## Children aged five

Legally, children do not have to be in full time education until the term following their fifth birthday. This is the compulsory school age. Parents/carers can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches age five in that school year.

## Deferred admission

Deferred admission is where a place allocated for September 2023 is taken up later in the academic year, i.e. January 2024 or April 2024, with the prior agreement of the Head Teacher.

Parents/carers can request that their child attends part-time until they reach compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year. Parents/carers should indicate at the time of accepting a place that they wish to defer their child's admission until later in the school year. Deferral dates are set out as follows:

Child's fifth birthday	Can defer until	If I defer which class will my child join?
1 September – 31 December	January	Reception class
1 January – 31 March	April	Reception class

Parents/carers are advised to consider carefully the implications of deferring their child's start date to school. Some parents/carers consider that it is better for their child to start school at the same time as other children in their age group, i.e. from the beginning of the academic year (September) to help their child settle in and adjust to school life.

## Delayed admission

Delayed admission is where a child starts school a year later than their chronological age group.

Parents/carers may request that their child is admitted outside of their normal age group. It is the responsibility of the admission authority of the school to make the decision on the basis of the circumstances of each case. Factors considered by an admission authority when considering admission outside the normal age group include:

- the needs of the child and the possible impact on them of entering year 1 without having first attended the reception class;
- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school.

Parents/carers should think very carefully about the implications of admitting their child outside the normal age group and ensure that joining a lower year group is in the best interests of the child. In September 2020 the Department for Education issued guidance intended to provide advice for parents and carers who are considering delaying their summer born child's admission to school. This guidance is available on the GOV.UK website.

Note: The local authority is the admission authority for community and voluntary controlled schools. The governing body is the admission authority for foundation and voluntary aided schools, and the academy trust is the admission authority for academies and free schools.

### Admission of summer born children/ delaying when your child starts primary school

Parents/carers may request for their child to be held back a school year (to start school in the September after their fifth birthday) if both of the following apply:

- they were born in the summer (1 April to 31 August)
- you don't think they're ready to start in the September after they turn 4.

To request a delayed admission, parents/ carers must apply for a place during the standard application process timeline for their child's chronological age group, stating their reasons for requesting delayed entry to the following year. This can be done by contacting the Admissions and Transport Team. It is for own admission authority schools, academies and voluntary aided schools, to make the final decision. In respect of community and controlled schools, the local authority will make a decision in consultation with the head teacher.

Details of the council's policy on summer born children can be found on the council's website under school admissions.

### Starting junior school

In South Gloucestershire there are a number of infant schools 'paired' to junior schools. If your child attends an infant school, they will leave at the end of Year 2 and, in paired infant and junior schools, they will transfer automatically between the two schools, if this is the parents'/ carers' wish.

Listed below are the paired infant and junior schools:

Infant School	Paired Junior School
Broadway Infant	The Ridge Junior
Bromley Heath Infant	Bromley Heath Junior
Christ Church CE VC Infant	Christ Church CE VC Junior
Crossways Infant *	Crossways Junior *
St Stephen's Infant	St Stephen's Junior
Samuel White's Infant **	Hanham Abbots Junior **

\* These schools form the Crossways Schools Federation.

\*\* These schools form the Hanham Primary Federation.  
See Glossary of Terms for "Federation" details.

Parents/carers have the right to express a preference for a junior or primary school other than the 'paired' school. If a place at the parents'/carers' preferred school is not available then they have the right of appeal to an independent appeal panel.

If you are considering a non-paired junior or primary school for your child(ren) you will need to apply for a place for the September that they will start in Year 3. Applications can be made through the in-year application process.



### Early education/childcare

In the term following their third birthday all children are entitled to 15 hours of funded early education per week. Places are available in any setting registered to receive the nursery education grant. Settings include pre-schools, day nurseries and childminders all of which are subject to regular inspection by Ofsted. Further information on all aspects of early education/childcare including accessing the nursery education grant, nursery groups, childminders and parent & toddler groups is available from South Gloucestershire Council [www.southglos.gov.uk/childcare](http://www.southglos.gov.uk/childcare).

### Additional early education/childcare hours

Since September 2017, 30 hours free childcare has been available to eligible working families of 3 and 4 year olds. This is an additional 15 hours on top of the 15 hours available to all parents of three and four year olds. A child can access the additional hours in their childcare place the term after they turn 3 years old and after they have received a valid 30 hours code, whichever is later.

### The additional hours are available for families where:

- both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage.
- each parent (or lone parent) individually earns less than £100,000 a year.

More detailed information for parents, childcare providers and employers can be found on the council's website [www.southglos.gov.uk/freechildcare](http://www.southglos.gov.uk/freechildcare) and on the central government website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).


### Free nursery places for two year olds

Children from lower income households, or with High Level Special Educational Needs or Disabilities may be entitled to 15 hours of funded early education per week in the term following their second birthday. Eligibility for this entitlement is decided using criteria based on family income/benefit entitlement, and those who are looked after by the local authority or who have previously been in care. If the parent is a non-EEA citizen who cannot claim benefits and is getting support under the Immigration and Asylum Act and meets further criteria the child may also be entitled to these funded hours. Please refer to the council's website at the following link for further information [www.southglos.gov.uk/freechildcare](http://www.southglos.gov.uk/freechildcare).

### Attendance at a nursery class or co-located children's centre

Where a child attends a nursery class or children's centre located on a school site, parents/carers will still need to apply for a school place. Attendance at a particular nursery class or children's centre does not guarantee a place at a particular infant or primary school or give a child any higher priority for a place. A separate application must be made for transfer from nursery provision to primary school.

# How do I apply for a school place?

 **Don't be late! If your application is late it will affect your chances of getting a place at one of your preferred schools. The closing date for all applications is 15 January 2023.**

In order that your child can be considered for entry to school for the school year 2023-2024 you must complete and submit the common application form by 15 January 2023. Completed common application forms for residents of South Gloucestershire must be returned directly to South Gloucestershire Council's Admissions and Transport Team.

Parents/carers who do not live in South Gloucestershire but who wish to apply for a place at a South Gloucestershire infant/primary school must return the appropriate common application form to the local authority in which they live. If an application form is received from the parent/carer of a child living in England but outside the administrative area of South Gloucestershire, the form will be passed to the relevant home authority.

Only the parent/carer with legal responsibility for the child may complete and submit the application form and only one application per child will be accepted (please refer to the Glossary of Terms for a definition of parental/carer responsibility). It is important that both parents/carers agree with the preferred schools named so any difficulties in reaching this agreement are dealt with in advance of the closing date. We can process only one application per child and South Gloucestershire Council cannot become involved in disputes between parents/carers.

## Completing the common application form

Parents/carers of children resident in South Gloucestershire have two options for completing the common application form:

- Apply on-line at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions); you may apply using your mobile/tablet/handheld device.
- Download and complete the application form available at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) and return to the Admissions and Transport Team at South Gloucestershire Council via email [admissionsandtransport@southglos.gov.uk](mailto:admissionsandtransport@southglos.gov.uk). You can also return the form via the Royal Mail postal service or by visiting a South Gloucestershire Council One Stop Shop.

Applications received via email will receive an automated message to show that the email has been received. Applications received via the Royal Mail postal service will receive postal confirmation of receipt.

If you need further guidance or assistance or are concerned your application has not been received, please call the contact centre on **01454 868008** or email [admissionsandtransport@southglos.gov.uk](mailto:admissionsandtransport@southglos.gov.uk) outside of office hours to receive further guidance.

## Applying on-line

The on-line application form is available 24 hours a day, seven days a week up to the submission date of 15 January 2023. Once you have completed and submitted an on-line application form you will receive an email to confirm your application has been received.





If you have previously registered with the on-line system you can simply log into the citizen portal using your original email address and password. If you have not used the system before, you will need to choose a password and enter this in both the 'password' and 're-type password' boxes (you are advised to use a password that you will be likely to remember easily). If you have changed your email address since your previous application, you will need to log on using your original email address and then enter your new email address in 'my details'.

**NOTE: You may change the details on your application up until the closing date, though it is very important to remember to re-submit each time you view or make changes to your application. If you do not re-submit your application after making changes it will not be submitted on time and your application will be treated as late.**

### Supplementary forms for voluntary aided schools and academies

Voluntary aided schools and academies make their own decisions about admission arrangements. These schools/academies may use supplementary information forms to collect additional information in order to apply their admission criteria. If you wish to apply for a place in a voluntary aided school or academy you still need to complete the common application form but you may also need to complete the school or academy's supplementary form. Supplementary forms are available from the school or academy concerned. You can check the policy for your preferred school(s) later in this guide if a form is required. Please be aware that the closing date for sending additional information to schools/academies may be different to the closing date for submitting the common application form to South Gloucestershire Council. Where applicable, both forms will need to be completed on time. If in doubt you will need to contact the individual school(s) or academy(ies).

### I live in South Gloucestershire but wish my child to attend a school outside South Gloucestershire

If you wish your child to attend a school outside South Gloucestershire you should still complete the common application form. The form for completion by residents of South Gloucestershire is on the council's website (for on-line applications) and is also available to view/download [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions).

### Admission for children with an education, health and care plan (EHCP)

There is a separate form for children with an EHCP which will be provided to parents/carers by the relevant case officer. If your child has an EHCP, do not complete the common application form. However, you may find some of the information in this document useful. If your child is undergoing statutory assessment please contact your case officer for further advice before completing a form. If your child has special educational needs but does not currently have an EHCP you should complete and submit a common application form in the normal way.

# Dos and don'ts

## Do

- ✓ Complete a common application form on line at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) or download and complete the application form and return to [admissionsandtransportteam@southglos.gov.uk](mailto:admissionsandtransportteam@southglos.gov.uk) by **15 January 2023**.
- ✓ Express a preference for three schools.
- ✓ Consider how you will get your child to and from school.
- ✓ Consider naming your local school as one of your preferences. If you do not express a preference for your local school you will not be considered for a place there and may receive an offer of a place some distance from your home address. Transport arrangements will be your responsibility.
- ✓ Sibling links: If you expect to have more than one child on roll at a school, name the youngest sibling as opposed to the eldest.
- ✓ Check whether any school you are interested in requires you to complete a supplementary information form as well as the common application form.
- ✓ Where applicable return supplementary information forms to voluntary aided schools and academies. The closing date for supplementary information forms may differ from the closing date for the common application form (NB everyone must complete a common application form regardless of the school). Please check with the individual school concerned for details.
- ✓ Use the address where you are living as at **15 January 2023** and tell us if you know your address is going to change before **15 January 2023**.
- ✓ Tell us if your circumstances change.
- ✓ Provide evidence if you feel there are exceptional reasons for your preference.

- ✓ Attend school open evenings, obtain copies of the school prospectus and consider all the necessary information to help inform your school preferences.
- ✓ Be honest. You must ensure the information you supply is accurate and correct. We may withdraw an offer of a place where the application was intentionally misleading or fraudulent.

## Don't

- ✗ Miss the deadline for submitting your application form. If you miss the deadline your preferences will not be considered until places have been offered to all children for whom we received an application by the submission date of **15 January 2023**.
- ✗ Name the same school three times: this will be considered as one preference.
- ✗ Name a school if you don't want a place there.
- ✗ Assume that you do not need to apply for your local school. You must complete an application form. Even if you have spoken to your local school to inform them that you wish to be considered for a place, this does not constitute an application and is not part of the application process.
- ✗ Assume that just because your child attends nursery at a particular school that you will automatically be offered a place. You will need to apply for a place in reception regardless.
- ✗ Assume that you do not need to apply for the school where you already have other children in attendance – you must complete an application form.
- ✗ Assume that South Gloucestershire Council offers automatic priority to all siblings. The council offers higher priority to **local siblings only**. You will need to check the definition of local siblings for your preferred school(s) to see whether or not you are likely to be considered under the local sibling criterion.



# How do I choose my preferred schools?

The common application form enables you to express a preference for up to three schools and to list them in preference order. You are advised to list all three preferences. There is no advantage in naming just one preference or naming one preference three times. Similarly, you should not write down schools if you really do not want a place there.

## Understand the admissions criteria

Think very carefully about the schools for which you express a preference and make sure you read and understand the relevant admission criteria for the school concerned. This will help you to consider whether or not you are likely to be successful in gaining a place at your preferred school(s). The admission criteria for all community and voluntary controlled schools and all voluntary aided schools and academies in South Gloucestershire are set out in the "How are school places allocated" section.

It is important to remember that it may not always be possible to offer your child a place at one of your preferred schools.

## Research your preferred schools

You may also like to do some research into your local schools before you complete your application. The sorts of things you could consider are as follows:

- schools hold open days or evenings or offer opportunities to visit the schools in person or virtually. We recommend parents/carers take the opportunity to visit the schools and talk to members of staff. Details can be obtained by contacting the school direct;
- each school publishes a prospectus (obtainable from the school) which gives information about the school, including results. Many schools also have websites and the results of school inspections can be found on the Ofsted website at [www.ofsted.gov.uk](http://www.ofsted.gov.uk);

- talk to parents/carers who already have children at your local schools and talk to staff at your child's nursery/pre-school;
- consider the distance from home to school and how you will get your child to school. Think about the route to school and mode of travel. If you are walking, remember you will need to do the journey twice a day. Please remember that it is your responsibility to get your child to and from school. Free transport provision is offered only in certain circumstances. Eligibility criteria for the provision of home to school transport are available in the "Travel assistance to and from school" section;
- find out what other activities and extended provision the school offers, i.e. breakfast clubs/after school clubs/sporting activities.

If you are considering applying for a school outside South Gloucestershire you should still complete the common application form. South Gloucestershire Council will pass the details of applications received on to other local authorities for processing as appropriate.

Should any parent/carer include on their application form a preference for an independent school, the independent school preference will not be considered as part of this process. Parents/carers are advised to contact individual independent schools for details of their admissions application process.

# What else do I need to consider in completing my application?

## Find out which schools serve your area

Some schools serve Areas of Prime Responsibility (APR). Where an APR exists, the area indicates to parents/carers the schools which normally serve the home address. South Gloucestershire Council gives priority to those children who live within the APR of the school, though there is no guarantee that places will be offered to all those living within the APR. Maps showing the location of each school are provided along with details of the APR where appropriate. Further details for the schools in South Gloucestershire are also provided in this section. **If you are unsure which schools serve your area please telephone South Gloucestershire Council on 01454 868008.**

We strongly recommend that you indicate a preference for a school that normally serves your home address (your APR school or a local school). This will increase your chances of getting a place at a local school, in the event that your highest ranking preference cannot be met (if, for example, your highest ranking school is over-subscribed from applicants living within that school's APR or living closer than you and/or any higher priority applications). Please note that not all schools have an APR.

## Local sibling links – younger brothers and sisters

Many parents/carers express a preference for younger brothers and sisters to attend the same school. South Gloucestershire's over-subscription criteria for allocating places to community and voluntary controlled schools give some priority to **local** siblings. You should be aware that a local sibling is not the same as a sibling. In South Gloucestershire children are defined as **local** siblings if:

- they live within the APR; **or**,
- where there is no APR, local siblings will be deemed to be those living up to a maximum of three miles from school by straight line measurement; **or**,
- where the distance is over three miles but the school is still the nearest school;

### AND

- they are full or half brother or sister; **or**
- they are adoptive brother or sister; **or**
- they are children of the same household;

### AND

- the older sibling is already in attendance at the preferred school and will be in attendance in September 2023 (statutory school age only).

Please note that the offer of a place at any particular school does not guarantee an offer of a place for a sibling at a later date. Different admission authorities will vary in the priority that they give to siblings. You will need to consider the admission criteria set out later in this guide and consult the relevant admission authority for any further advice.

You should note that your child will not be considered under the local sibling criterion if you do not meet the sub-criteria above. It is therefore important that you state a preference for your local/nearest school, particularly if you have younger children who you would like to attend the same school in later years.





**Some schools receive more applications than there are places available. While we will try to meet parental preferences within the admission criteria, there is no guarantee that we can always offer a place at the preferred school.**

### Things to consider in advance of a house move

Parents/carers considering a house move in advance of submitting an admission application will very often want to research the local schools that serve their new address. In particular, parents/carers of more than one child may want to reassure themselves that their younger child will have a good chance of obtaining an offer of a school place at the same school as their elder sibling. In these circumstances, parents/carers are advised to consider the following:

- the schools closest to your new home address/which schools serve your new local area;
- the admission arrangements for your preferred school(s) for the relevant year of admission;
- the consequences of moving house on the outcome of your admission application for younger children;
- the distance from your new home to your preferred school(s) and how you will get your child to school.

Please be aware that sometimes a house move can mean that families with more than one child no longer qualify for admission to their preferred school(s) under the local sibling criterion. This can cause disappointment for families who want their children to attend the same school. While there can be no guarantee about the outcome of admission applications, parents/carers are advised to read and understand the information contained in this admission guide.

Please note: all admission authorities are required to publish details of their admission arrangements 18 months in advance of the school year before the arrangements are to apply. For admission in September 2023 this means that parents/carers were able to read and access the arrangements from March 2022 onwards.

### Use your child's permanent home address

You must apply using your child's permanent home address as at 15 January 2023. The home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s). South Gloucestershire Council cannot accept an address of a business, relative, friend, childminder, a temporary address or an address of a house it is intended to move to or one which is not yet habitable. The only exceptions are for children of UK service personnel for whom special arrangements apply.

South Gloucestershire Council reserves the right to seek documentary evidence to support a claim of residence.

### Children resident at more than one address

Where a child spends time with parents at more than one address, then the address given should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night).

Where the child spends time with each parent/carer equally at two different addresses, South Gloucestershire Council will ask for proof of the arrangements and will determine the appropriate address to be used in allocating a school place. In reaching this decision, evidence may be requested to show the address to which any child benefit or universal credit is paid, this evidence must pre-date the application. Any other evidence provided by parents/carers which may include a Specific Issue Order will also be considered in reaching a decision on the home address for school admissions purposes.



## Parental disputes

South Gloucestershire Council can process only one application per child from one address for a school place. It is therefore important that parents/carers sharing responsibility for a child living at more than one address, agree on the application for a school place and that this is submitted by the closing date. If a joint parental agreement cannot be made, then their only recourse would be to seek an order from the Court.

If the parents/carers do not agree or submit more than one application, South Gloucestershire Council will not process the application(s). This may mean that the allocation of a school place may be delayed until an agreement is reached and could mean that the application is considered as a late application. Note: Late applications will not normally be considered for the initial allocation of places. If your application is late it may affect your chance of obtaining a place at one of your preferred schools. Please refer to the Glossary of Terms for the definition of parental/carer responsibility.



### Consider how you will get your child to and from school

**It is your responsibility as a parent/carer to get your child to and from school. You must think very carefully about the distance from home to school and about how your child will travel to and from school. The majority of children are not eligible for free travel assistance to and from school. Please read the section later in this guide on "Travel assistance to and from school".**

You may wish to contact your local school and ask for details of their school travel plan. The plan identifies various measures the school has put into place to help reduce the number of car journeys made to and from school. Alternative travel options and schemes include: walking buses; road safety workshops; and cycle training.

### Tell us if your circumstances change

If your circumstances change during the application process or if you know in advance that your circumstances are going to change, for example you are planning to move house before your child starts school, it is important that you tell us.

### Be honest – we may ask for documentary evidence

You must ensure the information you supply is accurate and correct. We reserve the right to require documentary evidence in support of your application to ensure fairness to all parents/carers. Examples of evidence which may be requested include a birth certificate, a copy of a court order, a solicitor's letter confirming exchange of contracts (and completion date on a new property which must be habitable), a rental agreement, a letter from an employer, a letter from a bank or building society or evidence of residency. We may also use data held within the council, for example council tax data, for the purposes of verifying an address. Please be aware that South Gloucestershire Council may withdraw an offer of a place where an application is proven to be intentionally misleading or fraudulent. Please also see the "Privacy information – school admissions and appeals" section.

### What if I change my mind before the closing date?

Any change in preference received before the closing date will supersede all previous applications. Previous applications will be withdrawn.

**Please remember if you submit your application on-line and make changes to or view your application you will need to ensure you re-submit your application.**

Applications or changes of preference received after the closing date are 'late applications' and will not normally be considered for the initial allocation of places.

### What happens if my application is late?

If your application is late it will affect your chances of getting a place at one of the schools you have stated as a preference for your child. On time applicants will be allocated a school place before late applicants. In exceptional circumstances, South Gloucestershire Council will consider the reasons why the application is late before deciding whether or not to consider it along with the on time applications. The same over-subscription criteria are applied to late applications but will be considered after the initial allocation of places.

# What happens to my application?

## Considering your preferences

Once we receive your completed application (by the closing date of 15 January 2023) we will consider all your preferences and we will try to offer you a place at one of your preferred schools.

Applications for all schools will be considered under an 'equal preference' system. This means that all your preferences will initially be considered equally against the admission criteria regardless of your ranking. This does not mean that we disregard your preferences; it means that in the event that you are unsuccessful in gaining a place at your first preference school, your second preference will not be treated any less favourably just because you placed school two as your second preference.

If your child qualifies for a place at more than one school the highest ranked place available will be offered. If you are not offered a place at your highest ranking school, the alternative school may be one of your other preferences or the next nearest appropriate school with a place available.

In the case of parents/carers resident in South Gloucestershire being refused a place at their preferred school(s), an alternative school place will be offered to their child at the nearest appropriate school/academy to the home address with a place available and they will be informed of the options available at that stage including their right of appeal.

## Processing your application (co-ordinated scheme)

All local authorities must have a co-ordinated admission scheme which allows details of applications to be shared with other admission authorities as appropriate, to ensure that parents/carers receive an offer of a single place on the offer date.

South Gloucestershire will pass the details of applications received on to other local authorities as appropriate by 31 January 2023 by electronic data transfer. Own admission authority schools (voluntary aided schools and academies) in South Gloucestershire named on the common application forms will be sent details of their applications by 3 February 2023 by electronic data transfer. Own admission authority schools will not be notified of the rank order of an applicant's preferences.

South Gloucestershire voluntary aided primary school and academy admission authorities will consider and rank all applications received, including any supplementary data, with reference to their own over-subscription criteria where necessary. Ranked lists of potential offers will then be returned by electronic data transfer to South Gloucestershire by the voluntary aided primary school and academy admission authorities, including the reason why each applicant qualified for a place, by 24 February 2023. The list will also include those pupils, for whom a place cannot be offered, in rank order, explaining the reasons for refusal against the over-subscription criteria, and in the order in which additional offers will be made should places become available.

By 17 March 2023 South Gloucestershire Council will inform other local authorities of the offers to be made to parents/carers living in its area. By the same date, other local authorities will inform South Gloucestershire Council of the outcome of applications made for other local authority schools by South Gloucestershire residents. South Gloucestershire Council then considers all potential offers in order to determine the single offer of a reception year place to be made to parents/carers in its area on 17 April 2023.



## Late applications and changes of preference

Applications received after the closing date are 'late applications' and will not normally be considered for the initial allocation of places. However, South Gloucestershire Council will consider the circumstances of a late application before deciding whether or not to consider it along with the on-time applications.

A change of preference received after the closing date will be considered as a 'late application' unless there are exceptional circumstances for the change.

For over-subscribed schools, if places become available following the initial allocation of places for a school, the same criteria will be applied to 'late applications', formal appeals and applications for children whose parents/carers have indicated in writing that they still wish to be considered for a place. Where a place can be offered at a preferred school for a child on the waiting list, any place previously offered at a lower preference school will be withdrawn.

In the case of over-subscribed schools, all late applications received since the closing date and up to 23 May 2023 will be considered in the second round of allocations.

In the case of under-subscribed schools, all late applications will be allocated in date order of receipt. If any under-subscribed school becomes over-subscribed owing to the number of late applications, places will be allocated using the published over-subscription criteria.

Details of late applications, on time applicants still seeking a place at their preferred schools and of places not accepted following the initial allocations will be exchanged with voluntary aided schools, academies and other local authorities as far as possible by 19 May 2023 to enable a second round of allocations for all schools to commence on 23 May 2023.

The co-ordinated admissions process will continue to be operated, with application data being exchanged with voluntary aided schools, academies and other local authorities as appropriate, for all applications received up to 31 August 2023.

## Moving house/change of address

Parents/carers must write to the Admissions and Transport Team as soon as possible, attaching proof of the change of address. **It is the home address of the child as at the closing date of 15 January 2023 that determines the priority given to applications for the first round of allocations.** Parents/carers are advised to take this into account in advance as any subsequent changes of preferences submitted after the closing date will be dealt with alongside the late applications. Any change of address that occurs after the closing date and before national offer day will be used for correspondence purposes only. The new address can be used in later rounds of allocations.

# Privacy information – school admissions and appeals

This privacy information relates to the personal information we have collected from your school admission application, any related correspondence and any school appeal you submit. The information provided here should be read in conjunction with the data protection and freedom of information pages on the council's website.

## What information we need, and why we need it – applications for a school place

We need a few basic details about yourself and your child, such as your address, your child's name, your preferred school(s) and details of any siblings, to enable us to process your application for a school place.

We are collecting your personal data for the following purposes: to confirm the personal details of the child(ren) for whom you are seeking a school place, including details of where they live and to confirm who you are and that you have the right to make an application.

We may also use data held within the council, for example council tax data, for the purposes of verifying an address.

When using the citizen portal to make your school application you are consenting for us to process your application via this portal.

## What information we need, and why we need it – school admission appeals

The admissions authority will require an appeal statement to be completed by the individual who is appealing. This statement along with any supporting documentation and a copy of your original application for a school place will be provided to either the relevant admission authority or the council's school appeal section for the purpose of arranging, hearing and determining an appeal.

Other data held may be submitted by the admission authority as part of its written statement for the appeal. This includes proof of address documentation and correspondence between the local authority and applicant regarding the school application.

## Who we might share this information with

In order to provide the service you require, we will share your information with the following: other council departments, schools, other admissions authorities (this includes voluntary aided schools, academies and other local authorities as appropriate) and the Department for Education.

All data submitted in connection with a school admission application is handled according to the requirements of the General Data Protection Regulation UK (2018).

## How long we'll keep your information

We will keep your information securely stored for 7 years and then it will be destroyed securely.

## Transferring your information overseas

Your information will not be transferred and stored in countries outside the UK.

## Your rights

You have a number of rights relating to your information, e.g. to see what we hold about you, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how we are handling it.





If you have any worries or questions about how your personal information is handled, please contact our Data Protection Officer at [DPO@southglos.gov.uk](mailto:DPO@southglos.gov.uk) or write to Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and they will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) via their contact page or call them on **0303 123 1113**.



# How are school places allocated?

Each school has an admission number to reflect the number of places that can be offered for new children joining the school. Sometimes schools receive more applications than there are places available. Where this happens, it is important that we are fair and consistent in the decisions we make about who should be offered a place. To make these decisions the

over-subscription criteria are applied to each application.

The over-subscription criteria are not the same for all schools. Parents/carers are advised to check the relevant admission criteria for the school(s) concerned.

## Schools which are community and voluntary controlled are as follows:

Abbotswood Primary	Manorbrook Primary
Alexander Hosea Primary	Marshfield CE Primary
Almondsbury CE Primary	North Road Primary
Bailey's Court Primary	Oldbury-on-Severn CE Primary
Barley Close Community Primary	Old Sodbury CE Primary
Barrs Court Primary	Olveston CE Primary
Beacon Rise Primary	The Park Primary
Blackhorse Primary	Parkwall Primary
Bowsland Green Primary	Pucklechurch CE Primary
Broadway Infant	Rangeworthy CE Primary
Bromley Heath Infant	Raysfield Primary
Bromley Heath Junior	Redfield Edge Primary
Cadbury Heath Primary	The Ridge Junior
Cherry Garden Primary	St Andrew's CE Primary
Christ Church CE Infant	St Anne's CE Primary
Christ Church CE Junior	St Barnabas CE Primary
Christ Church Hanham CE Primary	St Chad's Patchway CE Primary
Coniston Primary	St Helen's CE Primary
Courtney Primary	St John's Mead CE Primary
Crossways Infant	St Michael's CE Primary (Stoke Gifford)
Crossways Junior	St Michael's CE Primary (Winterbourne)



**Schools which are community and voluntary controlled are as follows:**

Elm Park Primary	St Peter's Anglican/Methodist VC Primary
Emersons Green Primary	St Stephen's Infant
Frampton Cotterell CE Primary	St Stephen's CE Junior
Frenchay CE Primary	Samuel White's Infant
Gillingstool Primary	Shield Road Primary
Hambrook Primary	Stanbridge Primary
Hanham Abbots Junior	Staple Hill Primary
Hawkesbury CE Primary	Tortworth Primary
Iron Acton CE Primary	Trinity CE Primary
Kings' Forest Primary	The Tynings Primary
Little Stoke Primary	Watermore Primary
Longwell Green Primary	Wellesley Primary
Mangotsfield CE Primary	Wheatfield Primary
The Manor CE Primary	Wick CE Primary

### Over-subscription criteria for community and voluntary controlled schools in South Gloucestershire

By law the council is required to have clear and published rules about how school places will be allocated when the number of applications exceeds the places available.

In South Gloucestershire, priority for admission to community and voluntary controlled schools is as follows. Parents/carers should also refer to the notes to the over-subscription criteria provided below.

### Schools with an Area of Prime Responsibility (APR)

1. Children in public care and previously in public care, including internationally adopted previously looked after children.
2. Local siblings.
3. Geographical considerations: Children living within APR.
4. Out of area siblings: Siblings living outside the APR for the school.
5. Geographical considerations: Children living outside the APR for the school.
6. Tie-breaker.

### Schools without an APR

1. Children in public care and previously in public care, including internationally adopted previously looked after children.
2. Local siblings.
3. Geographical considerations.
4. Tie-breaker.

Please refer to the maps section later in the guide to check if a school has an APR.

### Children with an education, health and care plan (EHCP) which names the school

Children with an EHCP are placed in schools through the arrangements set out in the SEN Code of Practice and associated regulations and not the general school admission arrangements. Admission authorities are required by Section 324 of the Education Act 1996 to admit a child with an EHCP that names the school, even if the school is full. Parents of children with an EHCP should contact their child's casework officer for any further information.

### Notes to the over-subscription criteria for community and voluntary controlled schools:

Should a community or voluntary controlled school be over-subscribed (i.e. if there are more applications than places available), initial allocations will be made according to the following criteria; these are listed in order of priority and will be applied to all applications received by the published closing date for applications.

1. **Children in public care\*** are those who are in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22 of the Children Act 1989) at the time of making an application to a school. In South Gloucestershire, these children are referred to as children in public care.

**Children previously in public care\*** are those who were looked after, but ceased to be so because they were adopted<sup>1</sup> (or became subject to a child arrangement order<sup>2</sup> or special guardianship order<sup>3</sup>).

**Internationally adopted previously looked after children\*** are those who appear<sup>4</sup> to South Gloucestershire Council to have been in state care outside England and ceased to be in state care as a result of being adopted.

- \* Documentation will need to be provided to South Gloucestershire Council as proof of care status.
- 1 Under the terms of the Adoption Act 1976 and the Adoption and Children's Act 2002.
- 2 Under the terms of the Children Act 1989 and the Children and Families Act 2014.
- 3 Section 14A of the Children Act 1989.
- 4 Evidence will need to be provided that the child was in state care outside of England, if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Note: The applicant will be responsible for providing certified copies of any relevant foreign language documents into English.



**2. Local siblings: In South Gloucestershire children are defined as local siblings if:**

- they live within the APR; **or**,
- where there is no APR, local siblings will be deemed to be those living up to a maximum of three miles from school by straight line measurement; **or**,
- where the distance is over three miles but the school is still the nearest school;

**AND**

- they are full or half brother or sister; **or**
- they are adoptive brother or sister; **or**
- they are children of the same household;

**AND**

- the sibling is already in attendance at the preferred school and will be in attendance at the time of admission (statutory school age only).

For the purposes of the local sibling criterion, a paired infant and junior school will be treated as one school.

For the purposes of the local sibling criterion, a brother or sister of a child previously admitted to a school through an EHCP will be treated as a local sibling regardless of the home address.

Please note that the offer of a place at any particular school does not guarantee an offer of a place for a sibling at a later date. Different authorities will vary in the priority that they give to siblings.

**3. Geographical considerations: Children living within the Area of Prime Responsibility (APR):**

Where there are more applications for children living within an APR than places available, priority will be given to applications from within the defined area who live closest to the preferred school. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using the local authority's computerised mapping system. In the case of South Gloucestershire infant and primary schools which do not have APRs, places will be allocated to those children living closest to the school. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using the local authority's computerised mapping system.

**4. Out of area siblings: Siblings living outside the APR for the school: In South Gloucestershire children are defined as out of area siblings if they live outside the APR for the school:**

**AND**

- they are full or half brother or sister; **or**
- they are adoptive brother or sister; **or**
- they are children of the same household

**AND**

- the sibling is already in attendance at the preferred school and will be in attendance at the time of admission (statutory school age only).

For the purposes of the out of area sibling criterion, a paired infant and junior school will be treated as one school.

Please note that the offer of a place at any particular school does not guarantee an offer of a place for a sibling at a later date. Different authorities will vary in the priority that they give to siblings.



5. **Geographical considerations: Children living outside the APR for the school or where there is no APR:** Where there are more applications for children than there are places available, priority will be given to applications from those who live closest to the preferred school. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using the local authority's computerised mapping system.
6. **Tie-breaker:** Where it does not prove possible to resolve allocations to an over-subscribed school by the application of criteria 1-5, any remaining places will be allocated by drawing lots. Lots will be drawn by a senior officer of South Gloucestershire Council who is independent of the school admissions process.



**Please note: Within the priority categories 1-5, if there are more applications than places available priority will be given on the basis of closeness to the school. In determining which applicants live closest to school, distances from home to school will be measured in a straight line between the address point of the child's home and a central point within the main school building. Applications for assistance with transport will be assessed using the nearest available walking route**

### Use your child's permanent home address

You must apply using your child's permanent home address as at 15 January 2023. The home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s). South Gloucestershire Council cannot accept an address of a business, relative, friend, childminder, a temporary address or an address of a house it is intended to move to or one that is not yet habitable. The only exceptions are for children of UK service personnel for whom special arrangements apply. South Gloucestershire Council reserves the right to seek documentary evidence to support a claim of residence.

### Children resident at more than one address

Where a child spends time with parents at more than one address, then the address given should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night).

Where the child spends time with each parent/carer equally at two different addresses, South Gloucestershire Council will ask for proof of the arrangements and will determine the appropriate address to be used in allocating a school place. In reaching this decision, evidence may be requested to show the address to which any child benefit or universal credit is paid, this evidence must pre-date the application. Any other evidence provided by parents/carers which may include a Specific Issue Order will also be considered in reaching a decision on the home address for school admissions purposes.

### Parental disputes

South Gloucestershire Council can process only one application per child from one address for a school place. It is therefore important that parents/carers sharing responsibility for a child living at more than one address, agree on the application for a school place and that this is submitted by the closing date.

If the parents/carers do not agree or submit more than one application, South Gloucestershire Council will not process the application(s). This may mean that the allocation of a school place may be delayed until an agreement is reached and could mean that the application is considered as a late application. Note: Late applications will not normally be considered for the initial allocation of places. If your application is late it may affect your chance of obtaining a place at one of your preferred schools. Please refer to the Glossary of Terms for the definition of parental/carer responsibility.



## Admission to all year groups during the school year 2023-2024

All other applications for places for South Gloucestershire community and controlled primary schools during the year 2023-2024, including those to other year groups, will be considered using the criteria set out in accordance with the in-year admission arrangements.

### Children of multiple births

Applications for school places for twins and children of multiple births are, legally, individual applications and will be considered within the admission criteria and places available.

Where a child(ren) whose twin or sibling from a multiple birth is admitted, otherwise than as an excepted pupil to an infant or primary school, the other child(ren) will be considered under the admission criteria as exceptions to the infant class size regulations where relevant.

Where a child(ren) whose twin or sibling from a multiple birth is admitted to a school through an EHCP, the child(ren) will normally be offered a place at that school.

### Children of UK service personnel (UK armed forces)

South Gloucestershire Council recognises the particular needs of children of UK service personnel (UK armed forces). The local authority ensures that the needs of these children are taken into account by:

- allocating a school place in advance if the application is accompanied by an official government letter which declares a relocation date and a unit postal address or quartering address.
- accepting a unit postal address, or, if appropriate, a quartering area address (the address of the closest house in the relevant quartering area), for applications from service personnel in the absence of a new home postal address. A quartering address will be used only where the housing authorities confirm in writing that a house will be offered in the area.
- accepting a late application from UK service personnel as 'on-time' where a notification of posting has been received after the closing date and before the date of exchange of information with other admission authorities.
- considering an application on the criterion of 'local sibling' where another child in the family has been offered a place at the preferred school and the unit postal address or quartering address is within the APR for the preferred school.
- where an application is received for a community or voluntary controlled secondary school, children of UK service personnel will be offered a place at the preferred local school but taking into account the admission number for the school.

### Primary schools in South Gloucestershire with resource bases/ access centres

Placement at special resource bases/access centres is decided centrally by the Department for People on the basis of a statutory assessment leading to an EHCP. Children placed at a resource base/access centre will be offered a place within the admission number. The aim of the department is for inclusion in mainstream activities wherever possible.

# Receiving your offer of a school place

## Offers of a school place

On-line applicants will be able to view the outcome of their application for a school place on 17 April 2023 by logging onto the on-line system using their password. On-line applicants will be formally notified of the offer of a school place by email unless otherwise specified at the time of application. Applicants who applied using the downloaded application form will be notified of the offer of a school place by letter to be posted 1st class on 17 April 2023. South Gloucestershire Council is unable to inform parents/carers of the offer by telephone.

South Gloucestershire Council will make the single offer for reception year to parents/carers resident within its area. Places will be allocated against the published admission criteria without reference to the applicant's order of preference. Where a child qualifies for a place at more than one school the highest ranked place available will be offered.

## Parents/carers must respond to the offer directly to South Gloucestershire Council by 2 May 2023.

Where the highest preference is not met, the offer is accompanied with details explaining the next stage of the process. Your options are as follows:

- accept the place offered;
- ask South Gloucestershire Council to consider your child for a place at your preferred school(s) if one becomes available; and/or
- ask about the availability of places at other South Gloucestershire schools; and/or
- ask to go on the waiting list (see below for further details); and/or
- appeal to an independent appeal panel against the decision to refuse a place at your preferred school(s). See next page for further details of the appeals process.

Where a response from you has not been received by 2 May 2023, we will contact you to advise you of the need to respond within one week and point out that the place may be withdrawn if you do not. Where a place has been withdrawn, this will be confirmed in writing.

## Withdrawing offers

Once the offer of a place has been made, South Gloucestershire Council may withdraw the offer, but only in very limited circumstances, for example:

- where the application was intentionally misleading or fraudulent; or
- where a parent/carer has not responded to the offer within a reasonable time; or
- where it is possible to offer a higher named preference;
- where an error has been made by the local authority in offering the place.

Where a place has been withdrawn, this will be confirmed in writing to parents/carers.

## Waiting lists – community and voluntary controlled schools

If your child has not been offered your preferred school you may wish to go onto the waiting list. Where any school has been over-subscribed 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 school. All waiting lists will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. Waiting lists will be maintained until the end of Term 2 (December 2023) and then parents will be given the opportunity to remain on the waiting list for the remainder of the academic year.



### Waiting lists – voluntary aided schools and academies

Once the offers of places have been sent out by South Gloucestershire Council on behalf of admission authorities, any questions about waiting lists up to 31 August 2023 should be made to South Gloucestershire Council's Admissions and Transport Team who will also offer any additional places that become available.

If there is pupil movement after 1 September 2023 and voluntary aided schools and academies find that they can offer additional places, they must keep South Gloucestershire Council informed until the end of Term 2 (December 2023). It is for each admission authority to determine whether they will maintain waiting lists after the end of Term 2.

### Can I appeal if my child has been refused a place at my preferred school

If a place is not offered at the parent's/carer's preferred school there is the right of appeal to an independent appeal panel. When offers of places are made on 17 April 2023, if it has not been possible to offer your child one of the schools of your preference, you will automatically be sent details of how to appeal. Pending your appeal, your child will be offered a school place at a lower named preference if possible or at an alternative school with a place available. If an appeal is unsuccessful there is no automatic right to a further appeal. However, if there are significant and material changes in the circumstances of the parent/carer, child or school since the time of the original appeal, these will be considered.



# Outcome of admissions in previous years

School	September 2021 Admissions				September 2022 Admissions		
	Total On Time Preferences	Total On Time Offers	Appeals Heard	Appeals Upheld	Admission Level 2022	Total On Time Preferences	Total On Time Offers
Abbotswood Primary	72	39	0	0	60	77	44
Alexander Hosea Primary	40	30	1	0	30	61	30
Almondsbury CE Primary	89	44	0	0	45	85	42
Bailey's Court Primary	133	56	0	0	60	135	57
Barley Close Community Primary	49	37	0	0	60	35	54
Barrs Court Primary	99	43	0	0	45	97	41
Beacon Rise Primary	270	90	4	1	90	230	90
Blackhorse Primary	191	60	0	0	60	213	60
Bowsland Green Primary	64	27	0	0	45	52	24
Broadway Infant	138	60	2	0	60	143	60
Bromley Heath Infant	147	60	0	0	60	163	60
Cadbury Heath Primary	40	26	0	0	30	37	20
Cherry Garden Primary	99	30	0	0	30	77	18
Christ Church CE Infant	169	75	2	0	75	147	75
Christ Church Hanham CE Primary	85	33	0	0	60	85	34
Coniston Primary	53	27	0	0	30	60	30
Courtney Primary	56	30	0	0	30	76	30
Crossways Infant	97	60	0	0	60	102	60
Elm Park Primary	40	18	0	0	30	39	18
Emersons Green Primary	154	30	0	0	30	150	30



School	September 2021 Admissions				September 2022 Admissions		
	Total On Time Preferences	Total On Time Offers	Appeals Heard	Appeals Upheld	Admission Level 2022	Total On Time Preferences	Total On Time Offers
Frampton Cotterell CE Primary	82	44	0	0	45	88	37
Frenchay CE Primary	63	20	1	0	20	77	28
Gillingstool Primary	27	18	0	0	30	30	25
Hambrook Primary	68	30	0	0	30	83	30
Hawkesbury CE Primary	22	15	0	0	15	15	10
Iron Acton CE Primary	36	15	0	0	15	30	15
Kings' Forest	130	60	1	0	60	116	60
Little Stoke Primary	79	28	0	0	30	66	28
Longwell Green Primary	108	60	0	0	60	98	59
Mangotsfield CE Primary	161	90	0	0	90	180	90
The Manor CE Primary	53	17	0	0	30	61	30
Manorbrook Primary	96	30	1	0	30	112	30
Marshfield CE Primary	41	22	0	0	20	27	14
North Road Primary	60	15	0	0	15	58	15
Oldbury-on-Severn CE Primary	13	8	0	0	11	10	3
Old Sodbury CE Primary	60	15	2	0	15	45	15
Olveston CE Primary	61	29	0	0	30	56	30
The Park Primary	118	60	0	0	90	112	61
Parkwall Primary	24	19	0	0	30	25	11
Pucklechurch CE Primary	25	18	0	0	30	40	30
Rangeworthy CE Primary	20	7	0	0	10	24	14
Raysfield Primary	84	49	0	0	60	101	53
Redfield Edge Primary	89	30	0	0	30	78	29
St Andrew's CE Primary	21	10	0	0	10	15	7



School	September 2021 Admissions				September 2022 Admissions		
	Total On Time Preferences	Total On Time Offers	Appeals Heard	Appeals Upheld	Admission Level 2022	Total On Time Preferences	Total On Time Offers
St Anne's CE Primary	109	52	0	0	60	107	42
St Barnabas CE Primary	54	30	4	1	30	54	30
St Chad's Patchway CE Primary	70	26	0	0	30	58	20
St Helen's CE Primary	75	30	1	0	30	81	30
St John's Mead CE Primary	103	45	1	0	45	91	40
St Michael's CE Primary, Stoke Gifford	132	90	0	0	90	144	90
St Michael's CE Primary, Winterbourne	35	19	0	0	30	43	28
St Peter's Anglican/ Methodist VC Primary	20	13	0	0	30	29	18
St Stephen's Infant	166	90	5	0	90	122	65
Samuel White's Infant	154	82	0	0	90	142	75
Shield Road Primary	65	30	0	0	30	59	26
Stanbridge Primary	159	53	0	0	60	173	60
Staple Hill Primary	81	34	0	0	45	83	41
Tortworth Primary	24	8	0	0	14	22	4
Trinity CE Primary	31	9	0	0	20	28	14
The Tynings Primary	62	33	0	0	60	82	35
Watermore Primary	101	49	0	0	60	118	60
Wellesley Primary	73	30	0	0	30	67	30
Wheatfield Primary	115	56	0	0	60	103	49
Wick CE Primary	46	27	0	0	30	36	21

Please note: data for voluntary aided schools and academy schools are not included in the above table.



# Free school meals

## Universal infant free school meals (UIFSM)

All children in Reception, Year 1 and 2 get a free **universal infant free school meal**.

## Free school meals (FSM)

Your child may be able to get **free school meals in Year 3 and above** if you receive certain benefits (see table below).

## Applying for free school meals

Check if you are eligible for free school meals by using the on-line application form, or talking to your child's school. Phone the contact centre on 01454 868008 if you cannot access the on-line application or would like more help.

You need to apply for each child when they start school. Send your application the month before your child is due to start, for example, in August for a September start.

If you have moved to the area and received free school meals before, then you need to give evidence of the award letter or email you received from the previous authority.

## Pupil premium

We ask you to register for pupil premium funding if you claim qualifying benefits and your child has universal infant free school meals. Pupil premium goes directly to the school and is used to support your child's education.

## Free school meals during school holidays

If you claim free school meals (not UIFSM) your child may be offered a place on a free holiday activities and food club.

You can apply for free school meals if you receive any of the following qualifying benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods, and your monthly average income over three assessment periods should be no more than £616.67)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit.

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

# Travel assistance to and from school – what you need to know

## Will I be offered free travel to and from school?

It is important to note that parents/carers are responsible for a child's journey to and from school. South Gloucestershire Council will provide travel assistance only in limited circumstances set out in legislation and Council policy. In particular, if a child is offered a place in a preferred school this does not in any way guarantee that assistance with travel will be available to that school. **If transport to and from school is an issue for you when applying for a school, you are strongly advised to telephone South Gloucestershire Council to seek advice before stating your preference.**

**It is your responsibility as a parent/carer to get your child to school. You must think very carefully about the distance from home to school and about how your child will travel to and from school. The majority of children are not eligible for free travel assistance to and from school.**

## How do I check if my child is eligible for free travel assistance to and from school?


You will be eligible for free travel assistance to and from school if:

- the child is of statutory school age, and
- the school attended is the nearest appropriate one as determined by South Gloucestershire Council, and
- the distance between home and school is more than the "statutory walking distance". The statutory walking distance is two miles for pupils aged up to eight and three miles for those aged eight and over. See Glossary of Terms for details of the statutory walking distance and how this is measured.

**Note:** Assistance with travel is provided only at the beginning and end of the normal school day and from one address (the home address). The mode of travel assistance is determined by South Gloucestershire Council.

## Arrangements for low income families

Children from families entitled to free school meals or who are in receipt of the maximum level of Working Tax Credit will be entitled to free travel assistance if they are aged between 8 and 11 and live more than two miles (measured in the same way as the statutory walking distance) from their nearest qualifying school. Once eligibility has been confirmed, the local authority considers the pupil to be eligible for the entirety of the school year for which the assessment has been made.

 **If you do not apply for your nearest appropriate school as your highest ranking preference your child may not be given free travel assistance to any school. You must then accept full responsibility for the cost and arrangements of your child's travel to and from school for the duration of their primary phase education.**

## Children with special educational needs with or without an education, health and care plan (EHCP)

Pupils with special educational needs without an EHCP have the same entitlement to free travel assistance under legislation or South Gloucestershire policies as any other South Gloucestershire pupil.



Children with EHCPs who may have no entitlement on distance grounds under normal South Gloucestershire policies will be considered under South Gloucestershire Council's special educational needs transport policy. Free travel assistance is provided to the nearest appropriate school, as defined by South Gloucestershire Council, with regard to a child's particular disabilities. In specific cases entitlement may include access to a Guide Escort. In appropriate cases, a Guide Escort may be provided to assist a child in walking to school, rather than provision of transport.

### Will I be offered travel assistance to a faith school?

Children entering faith-based primary schools will not be entitled to free home to school travel even when they are attending on denominational grounds and regardless of the distance from home.

The only exception would be where the faith-based primary school is the nearest primary school of any status to home under the general transport eligibility rules mentioned above.

Parents/carers considering admission to a faith-based primary school are advised to consider the journey involved and how their child will travel to school.

### Application process for assistance with travel to school

The details of home to school transport policies are available on-line at [www.southglos.gov.uk](http://www.southglos.gov.uk) – search for 'School and college travel assistance'. These include information on policies, how to apply, how applications are considered and how to appeal if an application is refused.

Application forms for home to school transport can be downloaded from this site or are available from South Gloucestershire Council on **01454 868008**.

### Sustainable travel

Where assistance with travel is agreed, South Gloucestershire Council will determine the mode of transport. The council is committed to promoting greater use of buses for school journeys and will seek, as far as possible, to issue bus passes to students. Alongside this, the council works actively to promote walking and cycling to school to help reduce congestion on the roads, encourage greater independence and flexibility and raise awareness of the health benefits of sustainable travel. Where walking, cycling or public transport are not feasible, you may wish to consider car sharing. For further information contact your local school and ask for details of the school travel plan.

You are advised to consider which schools are within walking distance of your home bearing in mind that we cannot guarantee an offer of a place at your nearest school even if you state it as a preference. Remember, if you choose a school some distance away from your home address you are committing yourself to the journey for a seven year period.

### Appeals process

If, following your application for help with travel assistance, you have a complaint or wish to challenge the outcome of your assessed eligibility for travel assistance, you may appeal to the council using the transport appeals process. Details are provided on the council's website at [www.southglos.gov.uk](http://www.southglos.gov.uk) – search for 'School and college travel assistance'.

# In-year admissions and admissions in other circumstances

## Applications during the school year 2022-2023 (in-year admissions)

If you have moved into the local area during the school year 2022-2023 or you are already resident in South Gloucestershire and wish to move your child to another school, you will need to complete the South Gloucestershire in-year application form. The form can be used for application to any school within the South Gloucestershire local authority area:

- Apply on-line at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions); you may apply using your mobile/tablet/handheld device.
- Download and complete the application form available at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) and return to the Admissions and Transport Team at South Gloucestershire Council via email [admissionsandtransport@southglos.gov.uk](mailto:admissionsandtransport@southglos.gov.uk). You can also return the form via the Royal Mail postal service or by visiting a South Gloucestershire Council One Stop Shop. If you need further guidance or assistance please call the Contact Centre on **01454 868008**.

If your first preference is an academy or voluntary aided school, the Admissions and Transport Team will forward the application on to the appropriate admission authority.

## Admission authorities explained

- South Gloucestershire Council is the admission authority for community and voluntary controlled schools.
- The relevant academy trust is the admission authority for an academy.
- The individual schools governing body is the admission authority for individual voluntary aided schools.

Applications for voluntary aided schools and academies can therefore be returned direct to the individual school.

Own admission authority schools, academies and voluntary aided schools may also require parents/carers to complete a supplementary information form to enable the school to collect additional information in order to apply their over-subscription criteria.

## The process

In-year applications for South Gloucestershire primary schools can be made for any year group. You may express a preference for a particular school or schools. Your application will be considered against the admission criteria. The admission criteria are set out in the "How are school places allocated" section.

Own admission authority schools will, on receipt of an in-year application, notify the local authority of both the application and its outcome. The admission authority must inform parents/carers of their right of appeal against the refusal of a place.

Community and voluntary controlled schools will, on receipt of an in-year application, notify South Gloucestershire Council's Admissions and Transport Team of both the application and its outcome and inform the parent/carer of their right of appeal against the refusal of a place.

When the local authority receives an application form for a primary school place where a voluntary aided school or academy is named as a second or third preference, a copy of the application form will be forwarded to the school or academy within five school days if the community or voluntary controlled school cannot be offered.



Where an academy or voluntary aided school receives an application form where another school is named as a lower preference, a copy of the application form will be forwarded to the relevant admission authority (voluntary aided school, academy or South Gloucestershire Council as the admission authority for community and voluntary controlled schools) within five school days if a place cannot be offered.

### Offers of a school place (in-year admissions)

Where a child can be offered a place at more than one school, the final offer will be the highest ranked school with a place available.

The local authority will normally notify parents/carers of the outcome of their application for a community or voluntary controlled primary school within 10 school days of the date of the application.

Voluntary aided schools and academies will normally notify parents/carers of the outcome of their application within 10 school days of the application.

Parents/carers will be expected to respond within two school weeks of the offer of a place at a community or voluntary controlled school otherwise the offer of a school place may be withdrawn.

Where a parent/carer has been offered a place for their child in a community or voluntary controlled school, they will be expected to take up the offered place within four school weeks otherwise the offer of a place may be withdrawn.

Where a place has been withdrawn this will be confirmed in writing.

In the case of a parent/carer being refused a place at their preferred school(s), they will be informed of their right of appeal.

If a suitable school place cannot be secured using the normal admission arrangements, a school place may be identified in accordance with South Gloucestershire Council's Fair Access Protocol. The Fair Access Protocol does not override a parent/carer's right to express a preference for a school nor a parent/carer's right of appeal for a preferred school (except in very limited circumstances). However, there is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.

### Waiting lists (in-year admissions)

Where a place at a preferred community or controlled school cannot be offered, parents/carers may request that their child's name is placed on a waiting list. The waiting list for community and voluntary controlled schools will be maintained until the end of the academic year for which the application was received and then discarded.

If a place becomes available at a community or controlled school, the place will be offered in accordance with the published over-subscription criteria and not by reference to the length of time a child's name has been on a waiting list.

If the local authority, after using all advised contact details, is unable to contact a successful applicant for a place within two school weeks, the available place will be offered to the next child to qualify for a place. Where an applicant decides to place their child(ren)'s name on a waiting list, it is the responsibility of the applicant to keep the local authority informed of updated contact details.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on a waiting list.



## General information

Parents/carers can make enquiries concerning the availability of school places within the administrative area of South Gloucestershire by contacting South Gloucestershire Council's Admissions and Transport Team. Own admission authority schools will, on request, provide information to the local authority on the availability of school places.

A child's home address is considered to be where the child lives most of the time with his or her parents) or carer(s). An admission authority may request documentary evidence of a child's home address.

An offer of a school place may be withdrawn in some circumstances:

- where the application was intentionally misleading or fraudulent; or
- where a parent/carer had not responded to the offer within a reasonable time; or
- where it is possible to offer a higher named preference;
- where an error has been made by the local authority in offering the place.

Once an admission authority has determined its admission arrangements, a copy will be published on the website and displayed on that website for the whole offer year (the academic year in which offers for places are made).

Children with an EHCP are placed in schools through the arrangements set out in the SEND Code of Practice and associated regulations and not the general admission arrangements.

## Children of UK service personnel (UK armed forces)

South Gloucestershire Council recognises the particular needs of children of UK service personnel (UK armed forces). The local authority ensures that the needs of these children are taken into account by:

- allocating a school place in advance if the application is accompanied by an official government letter which declares a relocation date and a unit postal address or quartering address.
- accepting a unit postal address, or, if appropriate, a quartering area address (the address of the closest house in the relevant quartering area), for applications from service personnel in the absence of a new home postal address. A quartering address will be used only where the housing authorities confirm in writing that a house will be offered in the area.
- considering an application on the criterion of 'local sibling' where another child in the family has been offered a place at the preferred school and the unit postal address or quartering address is within the APR for the preferred school or, in the absence of an APR, is within three miles of the preferred school.
- wherever possible, children of UK service personnel will be offered a place at the preferred local school but taking into account the admission number for the school and infant class size limits.

## Fair access for children admitted outside the normal admissions round

South Gloucestershire Council has a Fair Access Protocol which provides for children admitted to school outside the normal admissions round. The protocol exists to ensure that access to education is secured quickly for children who do not have a school place and that all schools take their fair share of vulnerable children or those who are hard to place. The protocol will be used to place children during the school year and not at the beginning of the school year as part of the main admission round. The majority of children will be admitted to school under normal admission procedures.



The protocol applies to the following groups of children:

- children subject to a Child in Need or Child Protection Plan (or have been within the previous 12 months);
- children living in a refuge or other relevant accommodation;
- children from the criminal justice system;
- children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education;
- children of, or who are, Gypsies, Roma, Travellers, refugees and asylum seekers;
- children who are homeless;
- children for whom a place has not been sought due to exceptional circumstances;
- children who are carers;
- children with special educational needs, disabilities or medical conditions (but without an EHCP);
- children in formal kinship care arrangements;
- children who have been refused a school place on the grounds of their challenging behaviour;
- previously looked after children for whom it has not proved possible promptly to secure a school place;
- children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted.

Whilst some children in the above categories may find it difficult to secure a place, the majority of children will be dealt with through normal admission procedures.

Where a governing body does not wish 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 for action under the Fair Access Protocol. This will normally be appropriate only where a school has a particularly high proportion of children with challenging behaviour or previously excluded children.

Admission authorities must not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

The Fair Access Protocol does not generally apply to children in public care, children previously in public care or a child with an EHCP naming the school in question, as these children must be admitted.

Should a vulnerable child require a place at a school, they may be considered for admission even if the school has no places. Children admitted under the terms of the protocol will also take priority over any children on the waiting list. Access to a school place via the protocol is normally by referral. Relevant professionals dealing with your child will guide you through the process.

Full details of the Fair Access Protocol are available on the council's website.

**Please be aware that there is no guarantee that a place will be offered at a school of your preference and you still have the right of appeal regardless of your child's circumstances (except in very limited circumstances, for example if your child has been twice excluded from school).**

### Admission of refugee children

- The normal admission process is applied to admission applications received from all parents/carers, including parents/carers of refugee children.
- The council will need to be satisfied that applicants have a right to education in the UK. The council will seek appropriate verification in advance of processing applications for admission to school.
- Where parents/carers are unhappy with the allocated school, there is a right to an independent appeal.

### Early/late transfer of children

It is South Gloucestershire Council policy that children should move from one year group to another with their chronological age group, including children with special educational needs and those with English as an additional language.

Exceptionally, a child may be educated with a cohort one year younger or one year older than their chronological age group. This needs careful consideration. Once placed in a younger age group it is difficult, if not impossible, for a child to return to their chronological age group successfully. Equally, once accelerated it is very difficult for a child to return to their age group without feeling demoralised. If you are seeking early/late admission to a South Gloucestershire school you should submit the request for consideration to the Admissions and Transport Manager.

A child without an EHCP may be educated with a cohort one year younger if there is an identified educational need and particular conditions are met. Further details are available from the school concerned and the Department for People.



# Map of South Gloucestershire



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- |               |   |               |  |
|---------------|---|---------------|--|
| <b>Map 1</b>  | Alveston/Thornbury  | <b>Map 15</b> | Kingswood North/Downend/<br>Emersons Green Primaries<br>Consortium Area of Prime<br>Responsibility   |
| <b>Map 2</b>  | Pilning/Severn Beach  | <b>Map 16</b> | Kingswood South and Hanham<br>Primaries Consortium Area of Prime<br>Responsibility   |
| <b>Map 3</b>  | Almondsbury Area of Prime<br>Responsibility                                     | <b>Map 17</b> | King's Oak Academy Primary Phase<br>Area of Prime Responsibility   |
| <b>Map 4</b>  | Iron Acton/Rangeworthy/Yate   | <b>Map 18</b> | Cadbury Heath/Longwell Green<br>Consortium Area of Prime<br>Responsibility   |
| <b>Map 5</b>  | North & West Yate   | <b>Map 19</b> | Warmley/Bitton Consortium Area of<br>Prime Responsibility  |
| <b>Map 6</b>  | South & East Yate and Chipping<br>Sodbury                                       | <b>Map 20</b> | Rural schools – these schools are<br>set out in map 20. Please note that<br>in the more rural areas of South<br>Gloucestershire, where there is only<br>one school located in a particular<br>area, individual maps are not shown. |
| <b>Map 7</b>  | Coalpit Heath/Frampton Cotterell/<br>Winterbourne                               |               |  |
| <b>Map 8</b>  | Frenchay Area of Prime Responsibility   |               |  |
| <b>Map 9</b>  | Patchway  |               |  |
| <b>Map 10</b> | Bradley Stoke/Little Stoke  |               |  |
| <b>Map 11</b> | Bradley Stoke Community School<br>Primary Phase Area of Prime<br>Responsibility |               |  |
| <b>Map 12</b> | Filton Primaries Consortium Area of<br>Prime Responsibility                     |               |  |
| <b>Map 13</b> | Wallscourt Farm Academy   |               |  |
| <b>Map 14</b> | Lyde Green Primary  |               |  |

If you are unsure which schools serve your area please telephone South Gloucestershire Council on **01454 868008**.





# Infant, junior and primary schools in South Gloucestershire

All schools are co-educational day schools

Please refer to map pages to determine if a school falls within an Area of Prime Responsibility (APR)

Abbotswood Primary		MAP 6
Executive Head Teacher – Mr R Cockle	Status	Community
Head of School – Mrs S Willoughby	Age Range	4-11
Kelston Close, Rodford Way, Yate	Admission Number	60
Bristol BS37 8SZ	Expected No. of Pupils on Roll (September 2022)	340
<p>📞 01454 867777</p> <p>✉️ <a href="mailto:Admin@abbotswoodprimary.org.uk">Admin@abbotswoodprimary.org.uk</a></p> <p>🌐 <a href="http://www.abbotswoodprimary.org.uk">www.abbotswoodprimary.org.uk</a></p>		
Alexander Hosea Primary		Map 20
Head Teacher – Mrs D Williams	Status	Community
Honeybourne Way, Wickwar	Age Range	4-11
Wotton-under-Edge, GL12 8PF	Admission Number	30
	Expected No. of Pupils on Roll (September 2022)	216
<p>📞 01454 294239</p> <p>✉️ <a href="mailto:AlexanderHoseaPrimary@sgmail.org.uk">AlexanderHoseaPrimary@sgmail.org.uk</a></p> <p>🌐 <a href="http://www.alexanderhoseapprimary.co.uk">www.alexanderhoseapprimary.co.uk</a></p>		
Almondsbury CE Primary		Map 3
Executive Head Teacher – Mr P Smith	Status	Controlled
Sundays Hill, Almondsbury	Age Range	4-11
Bristol BS32 4DS	Admission Number	45
	Expected No. of Pupils on Roll (September 2022)	314
<p>📞 01454 612517</p> <p>✉️ <a href="mailto:office@almondsburyprimary.co.uk">office@almondsburyprimary.co.uk</a></p> <p>🌐 <a href="http://www.almondsburyprimary.co.uk">www.almondsburyprimary.co.uk</a></p>		
Bailey's Court Primary		Map 10
Head Teacher – Mr A Lynham	Status	Community
Breaches Gate, Bradley Stoke	Age Range	4-11
Bristol BS32 8AZ	Admission Number	60
	Expected No. of Pupils on Roll (September 2022)	419
<p>📞 01454 838320</p> <p>✉️ <a href="mailto:admin@baileyscourt.com">admin@baileyscourt.com</a></p> <p>🌐 <a href="http://www.baileyscourt.com">www.baileyscourt.com</a></p>		



### Barley Close Community Primary

Map 15

Head Teacher – Mrs J Williams

Barley Close, Mangotsfield

Bristol BS16 9DL

☎ 01454 867090

✉ [enquiries@barleyclose.org.uk](mailto:enquiries@barleyclose.org.uk)

🌐 [www.barleycloseschool.co.uk](http://www.barleycloseschool.co.uk)

Status

Community

Age Range

4-11

Admission Number

30 \*

Expected No. of Pupils on Roll (September 2022)

277

\* Barley Close Community Primary Admission Number - Reduced from 60 to 30 with effect from September 2023.

### Barrs Court Primary

Map 18

Head Teacher – Mr D Webster

Stephens Drive, Barrs Court

Bristol BS30 7JB

☎ 01454 867799

✉ [enquiries@barrscourtps.org.uk](mailto:enquiries@barrscourtps.org.uk)

🌐 [www.barrscourtprimaryschool.co.uk](http://www.barrscourtprimaryschool.co.uk)

Status

Community

Age Range

4-11

Admission Number

45

Expected No. of Pupils on Roll (September 2022)

286

### Beacon Rise Primary

Map 16

Head Teacher – Mr C Thomas

Hanham Road, Kingswood

Bristol BS15 8NU

☎ 01454 867232

✉ [school@beaconrise.org.uk](mailto:school@beaconrise.org.uk)

🌐 [www.beaconriseprimaryschool.co.uk](http://www.beaconriseprimaryschool.co.uk)

Status

Community

Age Range

4-11

Admission Number

90

Expected No. of Pupils on Roll (September 2022)

631

### Blackhorse Primary

Map 15

Head of School – Mr N Fry

Executive Head Teacher – Mr S Botten

Blackhorse Lane, Emersons Green

Bristol BS16 6TR

☎ 01454 866570

✉ [office@blackhorsepri.org.uk](mailto:office@blackhorsepri.org.uk)

🌐 [www.blackhorseprimary.org.uk](http://www.blackhorseprimary.org.uk)

Status

Community

Age Range

4-11

Admission Number

60

Expected No. of Pupils on Roll (September 2022)

421

### Bowsland Green Primary

Map 10

Head Teacher – Mrs M Engley

Ellicks Close, Bradley Stoke

Bristol BS32 0ES

☎ 01454 866766

✉ [school@bowsland.org.uk](mailto:school@bowsland.org.uk)

🌐 [www.bowsland.org.uk](http://www.bowsland.org.uk)

Status

Community

Age Range

4-11

Admission Number

30 \*

Expected No. of Pupils on Roll (September 2022)

238

\* Bowsland Green Primary Admission Number - Reduced from 45 to 30 with effect from September 2023.



### Bradley Stoke Community School Primary Phase (part of the Olympus Academy Trust) Map 11

Head Teacher – Mr S Moir  
Executive Head Teacher – Mr D Baker  
Fiddlers Wood Lane, Bradley Stoke  
Bristol BS32 9BS

 **01454 868840**

 [admin@bradleystokecs.org.uk](mailto:admin@bradleystokecs.org.uk)

 [www.bradleystokecs.org.uk](http://www.bradleystokecs.org.uk)

Status Academy  
Age Range 4-19 (4-11 primary phase)  
Admission Number 30  
Expected No. of Pupils on Roll (September 2022) 210

### Broadway Infant Map 5

Head Teacher – Miss J Tumelty  
Broadway, Yate  
Bristol BS37 7AD

 **01454 867130**

 [admin@broadwayinfants.org.uk](mailto:admin@broadwayinfants.org.uk)

 [www.broadwayinfants.org.uk](http://www.broadwayinfants.org.uk)

Status Community  
Age Range 4-7  
Admission Number 60  
Expected No. of Pupils on Roll (September 2022) 180

### Bromley Heath Infant Map 15

Head Teacher – Miss A Hodge  
Quakers Road, Downend  
Bristol BS16 6NJ

 **01454 866777**

 [school@bhinfants.org.uk](mailto:school@bhinfants.org.uk)

 [www.bromleyheathinfantschool.co.uk](http://www.bromleyheathinfantschool.co.uk)

Status Community  
Age Range 4-7  
Admission Number 60  
Expected No. of Pupils on Roll (September 2022) 180

### Bromley Heath Junior Map 15

Head Teacher – Mrs T Serle  
Quakers Road, Downend  
Bristol BS16 6NJ

 **01454 867110**

 [school@bhjs.org.uk](mailto:school@bhjs.org.uk)

 [www.bhjs.org.uk](http://www.bhjs.org.uk)

Status Community  
Age Range 7-11  
Admission Number 60  
Expected No. of Pupils on Roll (September 2020) 241

### Cadbury Heath Primary Map 18

Head Teacher – Mrs A Harris  
Lintern Crescent, Warmley  
Bristol BS30 8GB

 **01454 867215**

 [school@cadburyheathprimary.org.uk](mailto:school@cadburyheathprimary.org.uk)

 [www.cadburyheathprimary.org.uk](http://www.cadburyheathprimary.org.uk)

Status Community  
Age Range 4-11  
Admission Number 30  
Expected No. of Pupils on Roll (September 2022) 179

### Callicroft Primary Academy (part of the Olympus Academy Trust) Map 9

Head Teacher – Mrs L Lang  
Rodway Road, Patchway  
Bristol BS34 5EG




 **01454 867195**

 [enquiries@callicroftprimary.org.uk](mailto:enquiries@callicroftprimary.org.uk)




 [www.callicroftprimary.org.uk](http://www.callicroftprimary.org.uk)

Status Academy  
Age Range 4-11  
Admission Number 60  
Expected No. of Pupils on Roll (September 2022) 393




### Charborough Road Primary (part of the Olympus Academy Trust) Map 12

Head Teacher – Mr M Lankester	Status	Academy
Charborough Road, Filton	Age Range	3-11
Bristol BS34 7RA	Admission Number	35
 <b>01454 867220</b>	Expected No. of Pupils on Roll (September 2022)	244
 <a href="mailto:office@charboroughroadprimary.org.uk">office@charboroughroadprimary.org.uk</a>		
 <a href="http://www.charboroughroadschool.co.uk">www.charboroughroadschool.co.uk</a>		




### Charfield Primary (part of the Castle School Education Trust) Map 20

Head Teacher – Mrs M Willcox	Status	Academy
Wotton Road, Charfield	Age Range	4-11
Wotton-under-Edge, GL12 8TG	Admission Number	30
 <b>01454 260518</b>	Expected No. of Pupils on Roll (September 2022)	209
 <a href="mailto:admin@charfieldschool.org.uk">admin@charfieldschool.org.uk</a>		
 <a href="http://www.charfieldschool.org.uk">www.charfieldschool.org.uk</a>		




### Charlton Wood Primary Academy (part of the Endeavour Trust) Map 9

Head Teacher – Mr N Lankester	Status	Academy
Charlton Boulevard, Patchway	Age Range	4-11
Bristol BS34 5BN	Admission Number	60
 <b>0117 450 6606</b>	Expected No. of Pupils on Roll (September 2022)	270
 <a href="mailto:charltonwood@endeavouracademytrust.org.uk">charltonwood@endeavouracademytrust.org.uk</a>		
 <a href="http://www.charltonwoodprimaryacademy.uk">www.charltonwoodprimaryacademy.uk</a>		




### Cherry Garden Primary Map 19

Head Teacher – Mr T Hutchings	Status	Community
Cherry Garden Lane, Bitton	Age Range	4-11
Bristol BS30 6JH	Admission Number	30
 <b>01454 867260</b>	Expected No. of Pupils on Roll (September 2022)	186
 <a href="mailto:admin@cherrygarden.org.uk">admin@cherrygarden.org.uk</a>		
 <a href="http://www.cherrygardenprimary.co.uk">www.cherrygardenprimary.co.uk</a>		

### Christ the King Catholic Primary Map 1

Head Teacher – Mrs M Mainwaring	Status	Voluntary Aided
Easton Hill Road, Thornbury	Age Range	4-11
Bristol BS35 1AW	Admission Number	30
 <b>01454 866680</b>	Expected No. of Pupils on Roll (September 2022)	200
 <a href="mailto:school@christthekingprimary.co.uk">school@christthekingprimary.co.uk</a>		
 <a href="http://www.christthekingprimary.co.uk">www.christthekingprimary.co.uk</a>		

### Christ Church CE Infant Map 15

Head Teacher – Mrs A Martin	Status	Controlled
Christ Church Avenue, Downend	Age Range	4-7
Bristol BS16 5TG	Admission Number	75
 <b>01454 866562</b>	Expected No. of Pupils on Roll (September 2022)	224
 <a href="mailto:christChurchinfants@sgmail.org.uk">christChurchinfants@sgmail.org.uk</a>		
 <a href="http://www.christChurchinfants.co.uk">www.christChurchinfants.co.uk</a>		



### Christ Church CE Junior

Map 15

Head Teacher – Mrs P Osborne  
Pendennis Road, Downend  
Bristol BS16 5JJ

☎ 01454 866516

✉ [christChurchjuniors@gmail.org.uk](mailto:christChurchjuniors@gmail.org.uk)

🌐 [www.christChurchjuniors.co.uk](http://www.christChurchjuniors.co.uk)

Status Controlled  
Age Range 7-11  
Admission Number 75  
Expected No. of Pupils on Roll (September 2022) 293

### Christ Church Hanham CE Primary

Map 16

Head Teacher – Mr N McKellar-Turner  
Memorial Road, Hanham  
Bristol BS15 3LA

☎ 01454 867145

✉ [office@christChurchhanham.org.uk](mailto:office@christChurchhanham.org.uk)

🌐 [www.christChurchhanhamprimaryschool.co.uk](http://www.christChurchhanhamprimaryschool.co.uk)

Status Controlled  
Age Range 4-11  
Admission Number 60  
Expected No. of Pupils on Roll (September 2022) 305

### Coniston Primary

Map 9

Head Teacher – Mr A Walters  
Epney Close, Patchway  
Bristol BS34 5LN

☎ 01454 866920

✉ [office@conistonprimary.org.uk](mailto:office@conistonprimary.org.uk)

🌐 [www.conistonprimary.org.uk](http://www.conistonprimary.org.uk)

Status Community  
Age Range 4-11  
Admission Number 30  
Expected No. of Pupils on Roll (September 2022) 207

### Courtney Primary

Map 16

Head Teacher – Ms G Scott  
Courtney Road, Kingswood  
Bristol BS15 9RD

☎ 01454 866670

✉ [office@courtneyprimaryschool.co.uk](mailto:office@courtneyprimaryschool.co.uk)

🌐 [www.courtneyprimaryschool.co.uk](http://www.courtneyprimaryschool.co.uk)

Status Community  
Age Range 4-11  
Admission Number 30  
Expected No. of Pupils on Roll (September 2022) 191

### Crossways Infant (Crossways Schools Federation)

Map 1

Federation Head Teacher – Mrs J Geoghegan  
Knapp Road, Thornbury  
Bristol BS35 2HQ

☎ 01454 867280

✉ [infantschool@crossways.org.uk](mailto:infantschool@crossways.org.uk)

🌐 [www.crosswaysschools.co.uk](http://www.crosswaysschools.co.uk)

Status Community  
Age Range 4-7  
Admission Number 60  
Expected No. of Pupils on Roll (September 2022) 181

### Crossways Junior (Crossways Schools Federation)

Map 1

Federation Head Teacher – Mrs J Geoghegan  
Knapp Road, Thornbury  
Bristol BS35 2HQ

☎ 01454 866566

✉ [juniorschool@crossways.org.uk](mailto:juniorschool@crossways.org.uk)

🌐 [www.crosswaysschools.co.uk](http://www.crosswaysschools.co.uk)

Status Community  
Age Range 7-11  
Admission Number 60  
Expected No. of Pupils on Roll (September 2022) 239

Elm Park Primary		Map 7
Head Teacher – Mrs C Bond	Status	Community
Nicholls Lane, Winterbourne	Age Range	4-11
Bristol BS36 1NF	Admission Number	30
☎ 01454 866750	Expected No. of Pupils on Roll (September 2022)	178
✉ <a href="mailto:elmparkprimary@sgmail.org.uk">elmparkprimary@sgmail.org.uk</a>		
🌐 <a href="http://www.elmparkprimary.com">www.elmparkprimary.com</a>		

Emersons Green Primary		Map 15
Head of School – Mrs S Young	Status	Community
Executive Head Teacher – Mr S Botten	Age Range	4-11
Guest Avenue, Emersons Green	Admission Number	30
Bristol BS16 7GA	Expected No. of Pupils on Roll (September 2022)	210
☎ 01454 867474		
✉ <a href="mailto:admin@egps.org.uk">admin@egps.org.uk</a>		
🌐 <a href="http://www.emersonsgreenprimary.co.uk">www.emersonsgreenprimary.co.uk</a>		

Filton Hill Primary (part of the Olympus Academy Trust)		Map 12
Head Teacher – Mr I Oake	Status	Academy
Blenheim Drive, Filton	Age Range	4-11
Bristol BS34 7AX	Admission Number	30
☎ 01454 866559	Expected No. of Pupils on Roll (September 2022)	210
✉ <a href="mailto:enquiries@iltonhillprimary.co.uk">enquiries@iltonhillprimary.co.uk</a>		
🌐 <a href="http://www.filtonhillprimary.co.uk">www.filtonhillprimary.co.uk</a>		

Frampton Cotterell CE Primary		Map 7
Head Teacher – Mrs H R Hornig	Status	Controlled
Rectory Road, Frampton Cotterell	Age Range	4-11
Bristol BS36 2BT	Admission Number	45
☎ 01454 867205	Expected No. of Pupils on Roll (September 2022)	315
✉ <a href="mailto:office@fcceprimary.co.uk">office@fcceprimary.co.uk</a>		
🌐 <a href="http://www.fcceprimaryschool.co.uk">www.fcceprimaryschool.co.uk</a>		

Frenchay CE Primary		Map 8
Head Teacher – Mrs K Marks	Status	Controlled
Alexander Road, Frenchay	Age Range	4-11
Bristol BS16 1YS	Admission Number	30 *
☎ 01454 868181	Expected No. of Pupils on Roll (September 2022)	165
✉ <a href="mailto:office@frenchayprimary.org.uk">office@frenchayprimary.org.uk</a>		
🌐 <a href="http://www.frenchayprimary.co.uk">www.frenchayprimary.co.uk</a>		

\* Frenchay CE Primary Admission Number – Increased from 20 to 30 with effect from September 2023.

Gillingstool Primary		Map 1
Head Teacher – Mrs C Carter	Status	Community
Gillingstool, Thornbury	Age Range	4-11
Bristol BS35 2EG	Admission Number	30
☎ 01454 866527	Expected No. of Pupils on Roll (September 2022)	159
✉ <a href="mailto:office@gillingstool.org.uk">office@gillingstool.org.uk</a>		
🌐 <a href="http://www.gillingstool.org.uk">www.gillingstool.org.uk</a>		



### Hambrook Primary Map 8

Head Teacher – Mrs J Rubel  
Moorend Road, Hambrook  
Bristol BS16 1SJ

 **0117 956 8933**

 [office@hambrookprimary.org.uk](mailto:office@hambrookprimary.org.uk)

 [www.hambrookprimaryschool.co.uk](http://www.hambrookprimaryschool.co.uk)

Status **Community**  
Age Range **4-11**  
Admission Number **30**  
Expected No. of Pupils on Roll (September 2022) **200**

### Hanham Abbots Junior (Hanham Primary Federation) Map 16

Head Teacher – Mrs G Howells  
Abbots Avenue, Hanham  
Bristol BS15 3PN

 **01454 866576**

 [HanhamAbbots@hanhamprimaryfederation.org](mailto:HanhamAbbots@hanhamprimaryfederation.org)

 [www.hanhamabbotsjunior.org.uk](http://www.hanhamabbotsjunior.org.uk)

Status **Community**  
Age Range **7-11**  
Admission Number **90**  
Expected No. of Pupils on Roll (September 2022) **311**

### Hawkesbury CE Primary Map 20

Executive Head Teacher – Mr M Riches  
High Street, Hawkesbury Upton  
Badminton, GL9 1AU

 **01454 238629**

 [enquiries@hawkesbury.org.uk](mailto:enquiries@hawkesbury.org.uk)

 [www.hawkesburyprimaryschool.co.uk](http://www.hawkesburyprimaryschool.co.uk)

Status **Controlled**  
Age Range **4-11**  
Admission Number **15**  
Expected No. of Pupils on Roll (September 2022) **87**

### Holy Family Catholic Primary Map 10

Head Teacher – Mr W Harding  
Amberley Road, Patchway  
Bristol BS34 6BY

 **01454 866786**

 [admin@holyfamilypri.co.uk](mailto:admin@holyfamilypri.co.uk)

 [www.holyfamilypri.co.uk](http://www.holyfamilypri.co.uk)

Status **Voluntary Aided**  
Age Range **4-11**  
Admission Number **30**  
Expected No. of Pupils on Roll (September 2022) **203**

### Holy Trinity CE/Methodist Primary Map 10

Head Teacher – Mr S McClelland  
Broad Croft, Bradley Stoke  
Bristol BS32 0BD

 **01454 866735**

 [admin@holyltrinitypri.com](mailto:admin@holyltrinitypri.com)

 [www.holytrinitypri.com](http://www.holytrinitypri.com)

Status **Voluntary Aided**  
Age Range **4-11**  
Admission Number **30**  
Expected No. of Pupils on Roll (September 2022) **190**

### Horton CE Primary Map 20

Executive Head Teacher – Mrs N Berry  
Horton, Chipping Sodbury  
Bristol BS37 6QP

 **01454 318834**




 [enquiries@hortonprimary.org.uk](mailto:enquiries@hortonprimary.org.uk)

 [www.hortonprimary.org.uk](http://www.hortonprimary.org.uk)




Status **Voluntary Aided**  
Age Range **4-11**  
Admission Number **8**  
Expected No. of Pupils on Roll (September 2022) **51**






### Iron Acton CE Primary Map 4

Executive Head Teacher – Mr M Riches	Status	Controlled
Wotton Road, Iron Acton	Age Range	4-11
Bristol BS37 9UZ	Admission Number	15
 <b>01454 228322</b>	Expected No. of Pupils on Roll (September 2022)	100
 <a href="mailto:enquiries@ironactonprimaryschool.co.uk">enquiries@ironactonprimaryschool.co.uk</a>		
 <a href="http://www.ironactonprimaryschool.co.uk">www.ironactonprimaryschool.co.uk</a>		




### Kings' Forest Primary Map 15

Executive Head Teacher – Mr R Newman	Status	Community
Head Teacher – Ms H Porter	Age Range	3-11
Station Road, Kingswood	Admission Number	60
Bristol BS15 4PQ	Expected No. of Pupils on Roll (September 2022)	410
 <b>01454 866466</b>		
 <a href="mailto:admin@kingsforestschool.co.uk">admin@kingsforestschool.co.uk</a>		
 <a href="http://www.kingsforestschool.co.uk">www.kingsforestschool.co.uk</a>		




### King's Oak Academy Primary Phase (part of the Cabot Learning Federation) Map 17

Principal – Miss K Ogden	Status	Academy
Brook Road, Kingswood	Age Range	4-16 (4-11 primary phase)
Bristol BS15 4JT	Admission Number	60
 <b>0117 992 7129</b>	Expected No. of Pupils on Roll (September 2022)	367
 <a href="mailto:koa.principal@clf.uk">koa.principal@clf.uk</a>		
 <a href="http://www.kingsoakacademy.org.uk">www.kingsoakacademy.org.uk</a>		




### Little Stoke Primary Map 10

Head Teacher – Mr D Ross	Status	Community
Little Stoke Lane, Little Stoke	Age Range	4-11
Bristol BS34 6HY	Admission Number	30
 <b>01454 866522</b>	Expected No. of Pupils on Roll (September 2022)	205
 <a href="mailto:admin@littlestokeps.co.uk">admin@littlestokeps.co.uk</a>		
 <a href="http://www.littlestokeps.co.uk">www.littlestokeps.co.uk</a>		

### Longwell Green Primary Map 18

Head Teacher – Mr D Brown	Status	Community
Ellacombe Road, Longwell Green	Age Range	4-11
Bristol BS30 9BA	Admission Number	60
 <b>01454 866460</b>	Expected No. of Pupils on Roll (September 2022)	407
 <a href="mailto:enquiries@longwellgreenprimaryschool.co.uk">enquiries@longwellgreenprimaryschool.co.uk</a>		
 <a href="http://www.longwellgreenprimaryschool.co.uk">www.longwellgreenprimaryschool.co.uk</a>		

### Lyde Green Primary (part of the Castle School Education Trust) Map 14

Head Teacher – Mr M Jackson	Status	Academy
Willowherb Road, Emersons Green,	Age Range	4-11
Bristol BS16 7LH	Admission Number	60
 <b>01454 823150</b>	Expected No. of Pupils on Roll (September 2022)	468
 <a href="mailto:theschool@lydegreen.org.uk">theschool@lydegreen.org.uk</a>		
 <a href="http://www.lydegreen.org.uk">www.lydegreen.org.uk</a>		

### Mangotsfield CE Primary

Map 15

Executive Head Teacher – Ms F Kitchen  
Head Teacher – Mrs K Croasdale  
Church Farm Road, Emersons Green  
Bristol BS16 7EY

☎ 01454 867400

✉ [admin@mangoschool.org](mailto:admin@mangoschool.org)

🌐 [www.mangotsfieldprimary.org](http://www.mangotsfieldprimary.org)

Status Controlled  
Age Range 4-11  
Admission Number 90  
Expected No. of Pupils on Roll (September 2022) 632

### The Manor CE Primary

Map 7

Head Teacher – Mrs A Flanagan  
Roundways, Coalpit Heath  
Bristol BS36 2LF

☎ Telephone: 01454 866555

✉ [manorprimary@sgmail.org.uk](mailto:manorprimary@sgmail.org.uk)

🌐 [www.themanorcofeprimary.org.uk](http://www.themanorcofeprimary.org.uk)

Status Controlled  
Age Range 4-11  
Admission Number 30  
Expected No. of Pupils on Roll (September 2022) 198

### Manorbrook Primary

Map 1

Head Teacher – Mr D Stanley  
Park Road, Thornbury  
Bristol BS35 1JW

☎ 01454 867225

✉ [enquiries@manorbrook.org.uk](mailto:enquiries@manorbrook.org.uk)

🌐 [www.manorbrook.org.uk](http://www.manorbrook.org.uk)

Status Community  
Age Range 4-11  
Admission Number 30  
Expected No. of Pupils on Roll (September 2022) 213

### Marshfield CE Primary

Map 20

Head Teacher – Mrs J Bolt  
Chippenham Road, Marshfield  
Wiltshire SN14 8NY

☎ 01225 891246

✉ [admin@marshfieldprimary.org.uk](mailto:admin@marshfieldprimary.org.uk)

🌐 [www.marshfieldprimary.org.uk](http://www.marshfieldprimary.org.uk)

Status Voluntary Controlled  
Age Range 4-11  
Admission Number 20  
Expected No. of Pupils on Roll (September 2022) 133

### Meadowbrook Primary (part of the Olympus Academy Trust)

Map 10

Head Teacher – Mrs N Bailey  
Three Brooks Lane, Bradley Stoke  
Bristol BS32 8TA

☎ 01454 868630

✉ [office@meadowbrookprimary.co.uk](mailto:office@meadowbrookprimary.co.uk)

🌐 [www.meadowbrookprimary.co.uk](http://www.meadowbrookprimary.co.uk)

Status Academy  
Age Range 4-11  
Admission Number 60  
Expected No. of Pupils on Roll (September 2022) 368

### The Meadows Primary (part of Futura Learning Partnership)

Map 19

Head Teacher – Mrs J Mounter  
Bath Road, Bitton  
Bristol BS30 6HS

☎ 0117 932 2203

✉ [enquiries@themeadowsprimaryschool.org.uk](mailto:enquiries@themeadowsprimaryschool.org.uk)

🌐 [www.themeadowsprimaryschool.org.uk](http://www.themeadowsprimaryschool.org.uk)

Status Academy  
Age Range 4-11  
Admission Number 30  
Expected No. of Pupils on Roll (September 2022) 157

### North Road Primary

Map 4

Head Teacher – Mrs S Stillie

North Road, Yate

Bristol BS37 7LQ

☎ 01454 867788

✉ [northroadprimary@sgmail.org.uk](mailto:northroadprimary@sgmail.org.uk)

🌐 [www.northroadprimaryschool.co.uk](http://www.northroadprimaryschool.co.uk)

Status

Community

Age Range

4-11

Admission Number

15

Expected No. of Pupils on Roll (September 2022)

107

### Oldbury-on-Severn CE Primary

Map 20

Executive Head Teacher – Mrs A Luke

Church Road, Oldbury-on-Severn

Bristol BS35 1QG

☎ 01454 414297

✉ [office@oldburyschool.org.uk](mailto:office@oldburyschool.org.uk)

🌐 [www.oldburyschool.org.uk](http://www.oldburyschool.org.uk)

Status

Controlled

Age Range

4-11

Admission Number

11

Expected No. of Pupils on Roll (September 2022)

45

### Old Sodbury CE Primary

Map 20

Head Teacher – Mrs B Webber-Brown

Church Lane, Old Sodbury

Bristol BS37 6NB

☎ 01454 313682

✉ [office@oldsodbury.org.uk](mailto:office@oldsodbury.org.uk)

🌐 [www.oldsodbury-pri.sgloucs.sch.uk](http://www.oldsodbury-pri.sgloucs.sch.uk)

Status

Controlled

Age Range

4-11

Admission Number

15

Expected No. of Pupils on Roll (September 2022)

99

### Olveston CE Primary

Map 20

Executive Head Teacher – Mrs A Luke

Elberton Road, Olveston

Bristol BS35 4DB

☎ 01454 613299

✉ [olvestonschool@sgmail.org.uk](mailto:olvestonschool@sgmail.org.uk)

🌐 [www.olvestonschool.co.uk](http://www.olvestonschool.co.uk)

Status

Controlled

Age Range

4-11

Admission Number

30

Expected No. of Pupils on Roll (September 2022)

186

### Our Lady of Lourdes Catholic Primary

Map 16

Executive Head Teacher – Miss R E McLoughlin

Hanham Road, Kingswood

Bristol BS15 8PX

☎ 01454 867160

✉ [admin@olol.org.uk](mailto:admin@olol.org.uk)

🌐 [www.ourladyoflourdesprimaryschool.org.uk](http://www.ourladyoflourdesprimaryschool.org.uk)

Status

Voluntary Aided

Age Range

4-11

Admission Number

30

Expected No. of Pupils on Roll (September 2022)

162

### The Park Primary (The Park and Parkwall Primary Schools Federation)

Map 16

Executive Head Teacher – Mrs K Absalom

Head of School – Mr P Rowsell

Hollow Road, Kingswood

Bristol BS15 9TP

☎ 01454 866536

✉ [ParkPrimary@sgmail.org.uk](mailto:ParkPrimary@sgmail.org.uk)

🌐 [www.parkprimaryschool.co.uk](http://www.parkprimaryschool.co.uk)

Status

Community

Age Range

4-11

Admission Number

90

Expected No. of Pupils on Roll (September 2022)

498



### Parkwall Primary (The Park and Parkwall Primary Schools Federation)

 (Map 18)

Executive Head Teacher – Mrs K Absalom  
Head of School – Mr G Risdale  
Earlstone Crescent, Cadbury Heath  
Bristol BS30 8AA

 **01454 867114**

 [parkwallprimary@sgmail.org.uk](mailto:parkwallprimary@sgmail.org.uk)

 [www.parkwallprimaryschool.co.uk](http://www.parkwallprimaryschool.co.uk)

Status	Community
Age Range	4-11
Admission Number	30
Expected No. of Pupils on Roll (September 2022)	106

### Pucklechurch CE Primary

 Map 20

Head Teacher – Mrs A Capel  
Castle Road, Pucklechurch  
Bristol BS16 9RF

 **0117 937 2579**

 [admin@pucklechurchprimary.org.uk](mailto:admin@pucklechurchprimary.org.uk)

 [www.pucklechurchprimary.org.uk](http://www.pucklechurchprimary.org.uk)

Status	Controlled
Age Range	4-11
Admission Number	30
Expected No. of Pupils on Roll (September 2022)	196

### Rangeworthy CE Primary

 Map 4

Head Teacher – Mrs S Warnock  
Wotton Road, Rangeworthy  
Bristol BS37 7ND

 **01454 228425**

 [rangeworthyprimary@sgmail.org.uk](mailto:rangeworthyprimary@sgmail.org.uk)

 [www.rangeworthyprimaryschool.co.uk](http://www.rangeworthyprimaryschool.co.uk)

Status	Controlled
Age Range	4-11
Admission Number	10
Expected No. of Pupils on Roll (September 2022)	76

### Raysfield Primary

 Map 6

Head Teacher – Mrs C Hill  
Deputy Head Teacher – Miss S Thomas  
Finch Road, Chipping Sodbury  
Bristol BS37 6JE

 **01454 866795**

 [office@raysfield.org.uk](mailto:office@raysfield.org.uk)

 [www.raysfield.org.uk](http://www.raysfield.org.uk)

Status	Community
Age Range	4-11
Admission Number	60
Expected No. of Pupils on Roll (September 2022)	402

### Redfield Edge Primary

 Map 19

Head Teacher – Mrs L Robinson  
High Street, Oldland Common  
Bristol BS30 9TL

 **01454 867165**

 [enquiries@redfieldedgeprimary.co.uk](mailto:enquiries@redfieldedgeprimary.co.uk)

 [www.redfieldedgeprimary.co.uk](http://www.redfieldedgeprimary.co.uk)

Status	Community
Age Range	4-11
Admission Number	30
Expected No. of Pupils on Roll (September 2022)	209

The Ridge Junior		Map 5
Head Teacher – Mr P Boulton	Status	Community
Melrose Avenue, Yate	Age Range	7-11
Bristol BS37 7AP	Admission Number	60
📞 01454 867125	Expected No. of Pupils on Roll (September 2022)	241
✉️ <a href="mailto:enquiries@theridgejunior.org.uk">enquiries@theridgejunior.org.uk</a>		
🌐 <a href="http://www.theridgeschool.co.uk">www.theridgeschool.co.uk</a>		

St Andrew's CE Primary		Map 20
Head Teacher – Mrs H Green	Status	Controlled
Church Lane, Cromhall, Wotton-under-Edge	Age Range	4-11
GL12 8AL	Admission Number	10
📞 01454 294498	Expected No. of Pupils on Roll (September 2022)	68
✉️ <a href="mailto:Standrewsprimary@sgmail.org.uk">Standrewsprimary@sgmail.org.uk</a>		
🌐 <a href="http://www.standrewsschoolcromhall.org.uk">www.standrewsschoolcromhall.org.uk</a>		

St Anne's CE Primary		Map 19
Head Teacher – Mr S Quinn	Status	Controlled
School Road, Oldland Common	Age Range	4-11
Bristol BS30 6PH	Admission Number	60
📞 01454 862500	Expected No. of Pupils on Roll (September 2022)	387
✉️ <a href="mailto:office@stannesprimaryschool.org.uk">office@stannesprimaryschool.org.uk</a>		
🌐 <a href="http://www.stannesprimaryschool.org.uk">www.stannesprimaryschool.org.uk</a>		

St Augustine of Canterbury Catholic Primary		Map 15
Head Teacher – Mr M Hilliam	Status	Voluntary Aided
Boscombe Crescent, Downend	Age Range	4-11
Bristol BS16 6QR	Admission Number	30
📞 01454 866690	Expected No. of Pupils on Roll (September 2022)	157
✉️ <a href="mailto:office@staugustinesprimary.org.uk">office@staugustinesprimary.org.uk</a>		
🌐 <a href="http://www.staugustinedownend.org.uk">www.staugustinedownend.org.uk</a>		

St Barnabas CE Primary		Map 19
Head Teacher – Miss S Sheppard	Status	Controlled
Poplar Close, North Common, Warmley	Age Range	3-11
Bristol BS30 5NW	Admission Number	30
📞 01454 862233	Expected No. of Pupils on Roll (September 2022)	197
✉️ <a href="mailto:office@stbarnabasprimaryschool.co.uk">office@stbarnabasprimaryschool.co.uk</a>		
🌐 <a href="http://www.stbarnabasprimaryschool.co.uk">www.stbarnabasprimaryschool.co.uk</a>		

St Chad's Patchway CE Primary		Map 10
Head Teacher – Mrs S Jenkins	Status	Controlled
Cranham Drive, Patchway	Age Range	4-11
Bristol BS34 6AQ	Admission Number	30
📞 01454 866523	Expected No. of Pupils on Roll (September 2022)	194
✉️ <a href="mailto:admin@stchadsprimaryschool.co.uk">admin@stchadsprimaryschool.co.uk</a>		
🌐 <a href="http://www.stchadsprimaryschool.co.uk">www.stchadsprimaryschool.co.uk</a>		

### St Helen's CE Primary

Map 1

Executive Head Teacher – Mr R Cockle  
Head of School – Mr K Chappell  
Greenhill, Alveston  
Bristol BS35 2QX

📞 01454 866530

✉ [sthelensprimary@sgmail.org.uk](mailto:sthelensprimary@sgmail.org.uk)

🌐 [www.sthelensprimaryalveston.org.uk](http://www.sthelensprimaryalveston.org.uk)

Status Controlled  
Age Range 4-11  
Admission Number 30  
Expected No. of Pupils on Roll (September 2022) 205

### St John's Mead CE Primary

Map 6

Head Teacher – Mrs N Berry  
Hound's Road, Chipping Sodbury  
Bristol BS37 6EE

📞 01454 866501

✉ [admin@stjohnsmead.co.uk](mailto:admin@stjohnsmead.co.uk)

🌐 [www.stjohnsmead.co.uk](http://www.stjohnsmead.co.uk)

Status Controlled  
Age Range 4-11  
Admission Number 45  
Expected No. of Pupils on Roll (September 2022) 307

### St Mary's Catholic Primary

Map 10

Interim Head Teacher – Mrs K Burden  
Webbs Wood Road, Bradley Stoke  
Bristol BS32 8EJ

📞 01454 866390

✉ [admin@stmarysbs.org.uk](mailto:admin@stmarysbs.org.uk)

🌐 [www.stmarysbradleystoke.org.uk](http://www.stmarysbradleystoke.org.uk)

Status Voluntary Aided  
Age Range 4-11  
Admission Number 30  
Expected No. of Pupils on Roll (September 2022) 207

### St Mary's CE Primary

Map 1

Head Teacher – Mrs S Gillman  
Church Road, Thornbury  
Bristol BS35 1HJ

📞 01454 866760

✉ [stmarysthornbury@sgmail.org.uk](mailto:stmarysthornbury@sgmail.org.uk)

🌐 [www.stmarysthornbury.com](http://www.stmarysthornbury.com)

Status Voluntary Aided  
Age Range 4-11  
Admission Number 30  
Expected No. of Pupils on Roll (September 2022) 207

### St Mary's CE Primary

Map 5

Executive Head Teacher – Mr R Cockle  
Head Teacher – Mrs B Scriven  
Church Road, Yate  
Bristol BS37 5BG

📞 01454 867155

✉ [office@stmarysyate.org.uk](mailto:office@stmarysyate.org.uk)

🌐 [www.stmarysyate.org.uk](http://www.stmarysyate.org.uk)

Status Voluntary Aided  
Age Range 4-11  
Admission Number 45  
Expected No. of Pupils on Roll (September 2022) 330



### St Michael's CE Primary Map 10

Acting Head Teacher – Mr P Barnard  
Ratcliffe Drive, Stoke Gifford  
Bristol BS34 8SG

 **01454 866781**

 [admin@stmichaelscg.org.uk](mailto:admin@stmichaelscg.org.uk)

 [www.stmichaelscg.co.uk](http://www.stmichaelscg.co.uk)

Status	Controlled
Age Range	4-11
Admission Number	90
Expected No. of Pupils on Roll (September 2022)	596

### St Michael's CE Primary Map 7

Head Teacher – Mrs K Robson  
Linden Close, Winterbourne  
Bristol BS36 1LG

 **01454 867105**

 [office@stmichaelswinterbourne.co.uk](mailto:office@stmichaelswinterbourne.co.uk)

 [www.stmichaelswinterbourne.co.uk](http://www.stmichaelswinterbourne.co.uk)

Status	Controlled
Age Range	4-11
Admission Number	30
Expected No. of Pupils on Roll (September 2022)	193

### St Paul's Catholic Primary Map 5

Head Teacher – Mrs M Sewell  
Sundridge Park, Yate  
Bristol BS37 4EP

 **01454 866790**

 [admin@stpaulscatholicprimary.co.uk](mailto:admin@stpaulscatholicprimary.co.uk)

 [www.stpaulscatholicprimary.co.uk](http://www.stpaulscatholicprimary.co.uk)

Status	Voluntary Aided
Age Range	4-11
Admission Number	30
Expected No. of Pupils on Roll (September 2022)	211

### St Peter's Anglican/Methodist VC Primary Map 2

Executive Head Teacher – Mr P Smith  
Bank Road, Pilning  
Bristol BS35 4JG

 **01454 631137**

 [office@stpetersprimary.co.uk](mailto:office@stpetersprimary.co.uk)

 [www.stpetersprimary.co.uk](http://www.stpetersprimary.co.uk)

Status	Controlled
Age Range	4-11
Admission Number	30
Expected No. of Pupils on Roll (September 2022)	155

### St Stephen's Infant Map 15

Head Teacher – Mr T Ruck  
Lansdown Road, Kingswood  
Bristol BS15 1XD

 **01454 866470**

 [enquiries@ststephensinf.org.uk](mailto:enquiries@ststephensinf.org.uk)

 [www.ststephensinf.org.uk](http://www.ststephensinf.org.uk)


Status	Community
Age Range	4-7
Admission Number	90
Expected No. of Pupils on Roll (September 2022)	243

### St Stephen's CE Junior Map 15

Head Teacher – Ms L Wilson  
Lansdown Road, Kingswood  
Bristol BS15 1XD

 **01454 867175**

 [office@ststephensjuniors.org.uk](mailto:office@ststephensjuniors.org.uk)

 [www.ststephensjun.org.uk](http://www.ststephensjun.org.uk)

Status	Controlled
Age Range	7-11
Admission Number	90
Expected No. of Pupils on Roll (September 2022)	350



### Samuel White's Infant (Hanham Primary Federation)

Map 16

Head Teacher – Mrs G Howells

Abbots Avenue, Hanham

Bristol BS15 3PN

📞 01454 862510

✉️ [SamuelWhites@hanhamprimaryfederation.org](mailto:SamuelWhites@hanhamprimaryfederation.org)

🌐 [www.samuelwhitesinfantschool.org](http://www.samuelwhitesinfantschool.org)

Status

Community

Age Range

4-7

Admission Number

90

Expected No. of Pupils on Roll (September 2022)

228

### Severn Beach Primary (part of the Castle School Education Trust)

Map 2

Head Teacher – Mrs B Adams

Ableton Lane, Severn Beach

Bristol BS35 4PP

📞 01454 632518

✉️ [severnbeachprimary@sgmail.org.uk](mailto:severnbeachprimary@sgmail.org.uk)

🌐 [www.severnbeachprimary.co.uk](http://www.severnbeachprimary.co.uk)

Status

Academy

Age Range

4-11

Admission Number

30

Expected No. of Pupils on Roll (September 2022)

137

### Shield Road Primary

Map 12

Head Teacher – Mr J Mephram

Shields Avenue, Northville

Bristol BS7 0RR

📞 01454 867185

✉️ [enquiries@shieldroad.org.uk](mailto:enquiries@shieldroad.org.uk)

🌐 [www.shieldroadprimaryschool.org.uk](http://www.shieldroadprimaryschool.org.uk)

Status

Community

Age Range

4-11

Admission Number

30

Expected No. of Pupils on Roll (September 2022)

211

### Stanbridge Primary

Map 15

Head Teacher – Miss K Littlewood

Stanbridge Road, Downend

Bristol BS16 6AL

📞 01454 862000

✉️ [school@stanbridgeprimary.org.uk](mailto:school@stanbridgeprimary.org.uk)

🌐 [www.stanbridgeprimary.co.uk](http://www.stanbridgeprimary.co.uk)

Status

Community

Age Range

4-11

Admission Number

60

Expected No. of Pupils on Roll (September 2022)

421

### Staple Hill Primary

Map 15

Executive Head Teacher – Mr R Newman

Head Teacher – Mrs S Boulton

Page Road, Staple Hill

Bristol BS16 4NE

📞 01454 867240

✉️ [enquiries@staplehillsschool.co.uk](mailto:enquiries@staplehillsschool.co.uk)

🌐 [www.staplehillsschool.co.uk](http://www.staplehillsschool.co.uk)

Status

Community

Age Range

4-11

Admission Number

45

Expected No. of Pupils on Roll (September 2022)

300

### Stoke Lodge Primary (part of the Olympus Academy Trust)

Map 10

Head Teacher – Mr W Ferris

School Close, Bourton Avenue, Stoke Lodge

Bristol BS34 6DW

📞 01454 866772

✉️ [slp-enquiries@olympustrust.co.uk](mailto:slp-enquiries@olympustrust.co.uk)

🌐 [www.stokelodgeschool.co.uk](http://www.stokelodgeschool.co.uk)

Status

Academy

Age Range

4-11

Admission Number

60

Expected No. of Pupils on Roll (September 2022)

291

### Tortworth Primary

 Map 20

Head Teacher – Mrs B Adams  
Tortworth, Wotton-under-Edge  
GL12 8HG

Status Controlled  
Age Range 4-11  
Admission Number 14  
Expected No. of Pupils on Roll (September 2022) 58

 01454 260510

 [office@tortworthprimaryschool.org.uk](mailto:office@tortworthprimaryschool.org.uk)

 [www.tortworthprimaryschool.org.uk](http://www.tortworthprimaryschool.org.uk)

### Trinity CE Primary

 Map 20

Head Teacher – Mr C Hutton  
Littleton Drew Lane, Acton Turville  
Badminton, GL9 1HJ

Status Controlled  
Age Range 4-11  
Admission Number 15 \*  
Expected No. of Pupils on Roll (September 2022) 123

 01454 218462

 [trinityprimary.school@gmail.org.uk](mailto:trinityprimary.school@gmail.org.uk)

 [www.trinityceprimaryschool.co.uk](http://www.trinityceprimaryschool.co.uk)

\* Trinity CE Primary Admission Number - Reduced from 20 to 15 with effect from September 2023.

### Tyndale Primary (part of the Greenshaw Learning Trust)

 Map 5

Head Teacher – Ms K Parkhouse  
Tyndale Avenue, Yate  
Bristol BS37 5EX

Status Academy  
Age Range 4-11  
Admission Number 30  
Expected No. of Pupils on Roll (September 2022) 154

 01454 867180

 [admin@tyndaleprimary.co.uk](mailto:admin@tyndaleprimary.co.uk)

 [www.tyndaleprimaryschool.com](http://www.tyndaleprimaryschool.com)

### The Tynings Primary

 Map 15

Head Teacher – Mrs L Haydon  
Eastleigh Close, Staple Hill  
Bristol BS16 4SG

Status Community  
Age Range 4-11  
Admission Number 60  
Expected No. of Pupils on Roll (September 2022) 342

 01454 866525

 [thetynings@gmail.org.uk](mailto:thetynings@gmail.org.uk)


 [www.thetynings.co.uk](http://www.thetynings.co.uk)

### Walls court Farm Academy (part of the Cabot Learning Federation)

 Map 13

Principal – Ms S Kelham  
Long Down Avenue, Stoke Gifford  
Bristol BS16 1GE

Status Academy  
Age Range 4-11  
Admission Number 60  
Expected No. of Pupils on Roll (September 2022) 411

 0117 370 9860


 [info@wfa.cfb.uk](mailto:info@wfa.cfb.uk)

 [www.walls courtfarmacademy.org.uk](http://www.walls courtfarmacademy.org.uk)



## Watermore Primary Map 7

Head Teacher – Mrs L Rawcliffe  
Lower Stone Close, Frampton Cotterell  
Bristol BS36 2LE

 **01454 511213**


 [office@watermoreprimary.org.uk](mailto:office@watermoreprimary.org.uk)

 [www.watermoreprimary.org.uk](http://www.watermoreprimary.org.uk)

Status **Community**  
Age Range **4-11**  
Admission Number **60**  
Expected No. of Pupils on Roll (September 2022) **413**

## Wellesley Primary Map 6

Head Teacher – Mrs H Small  
Edgeworth, Yate  
Bristol BS37 8YR

 **01454 866740**

 [wellesleyprimary@gmail.org.uk](mailto:wellesleyprimary@gmail.org.uk)

 [www.wellesleyschool.co.uk](http://www.wellesleyschool.co.uk)

Status **Community**  
Age Range **4-11**  
Admission Number **30**  
Expected No. of Pupils on Roll (September 2019) **209**

## Wheatfield Primary Map 10

Head Teacher – Mr P Winterburn  
Wheatfield Drive, Bradley Stoke  
Bristol BS32 9DB

 **01454 868610**


 [office@wheatfieldprimary.com](mailto:office@wheatfieldprimary.com)

 [www.wheatfieldprimary.com](http://www.wheatfieldprimary.com)

Status **Community**  
Age Range **4-11**  
Admission Number **60**  
Expected No. of Pupils on Roll (September 2022) **413**

## Wick CE Primary Map 20

Executive Head Teacher – Mr R Cockle  
Head Teacher – Mr C Nesbitt  
Church Road, Wick  
Bristol BS30 5PD

 **0117 937 2399**

 [office@wickprimary.org.uk](mailto:office@wickprimary.org.uk)

 [www.wickprimarieschool.co.uk](http://www.wickprimarieschool.co.uk)

Status **Controlled**  
Age Range **4-11**  
Admission Number **30**  
Expected No. of Pupils on Roll (September 2022) **195**

## Woodlands Primary (part of the Greenshaw Learning Trust) Map 5

Head Teacher – Mrs R Dean  
Sundridge Park, Yate  
Bristol BS37 4HB

 **01454 866535**

 [admin@woodlandsprimaryyate.co.uk](mailto:admin@woodlandsprimaryyate.co.uk)

 [www.woodlandsprimaryyate.co.uk](http://www.woodlandsprimaryyate.co.uk)

Status **Academy**  
Age Range **3-11**  
Admission Number **60**  
Expected No. of Pupils on Roll (September 2022) **407**

# MAP 1

- Alveston/Thornbury



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1. St Mary's CE Primary School (Voluntary Aided)
2. Manorbrook Primary School
3. Gillingstool Primary School
4. Christ the King Catholic Primary School (Voluntary Aided)

5. Crossways Infant School and Crossways Junior School
6. St Helen's CE Primary School

There are no schools with an Area of Prime Responsibility (APR) on this map.



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# MAP 2

- Pilning/Severn Beach



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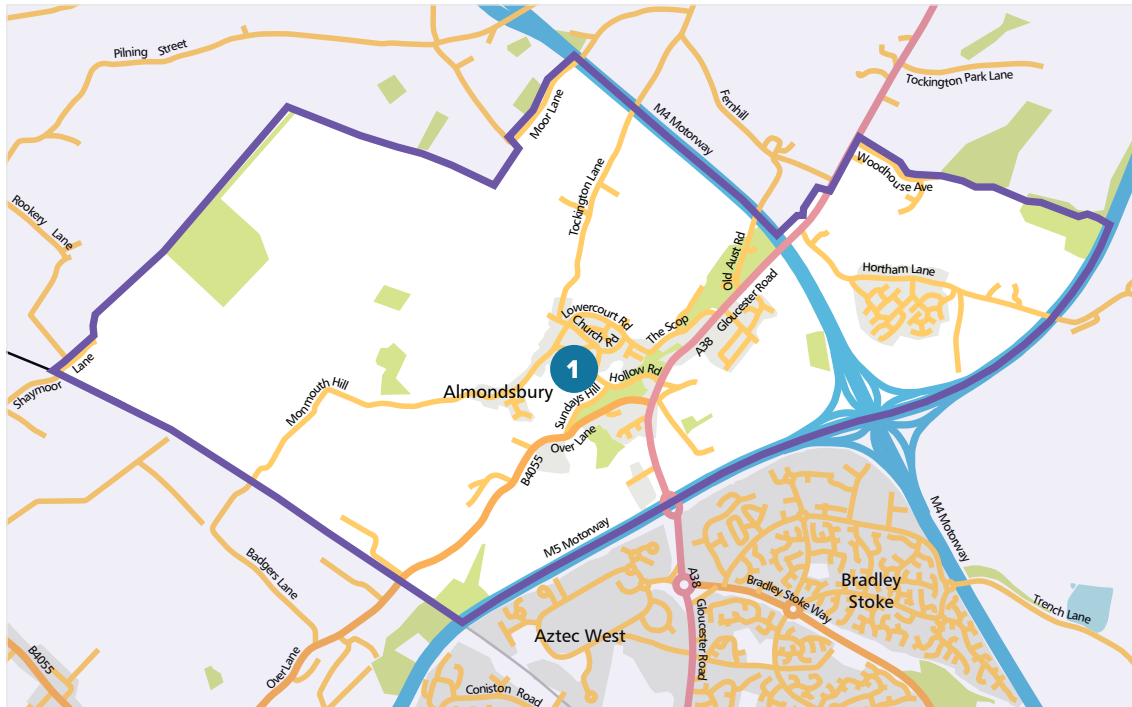
1. St Peter's Anglican/Methodist VC Primary School
2. Severn Beach Primary School

There are no schools with an Area of Prime Responsibility (APR) on this map.



# MAP 3

- Almondsbury Area of Prime Responsibility



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The area is defined by the M5 motorway to the south, the railway line to the west and the Almondsbury Civil Parish boundary to the north and east until it meets the M5 motorway.

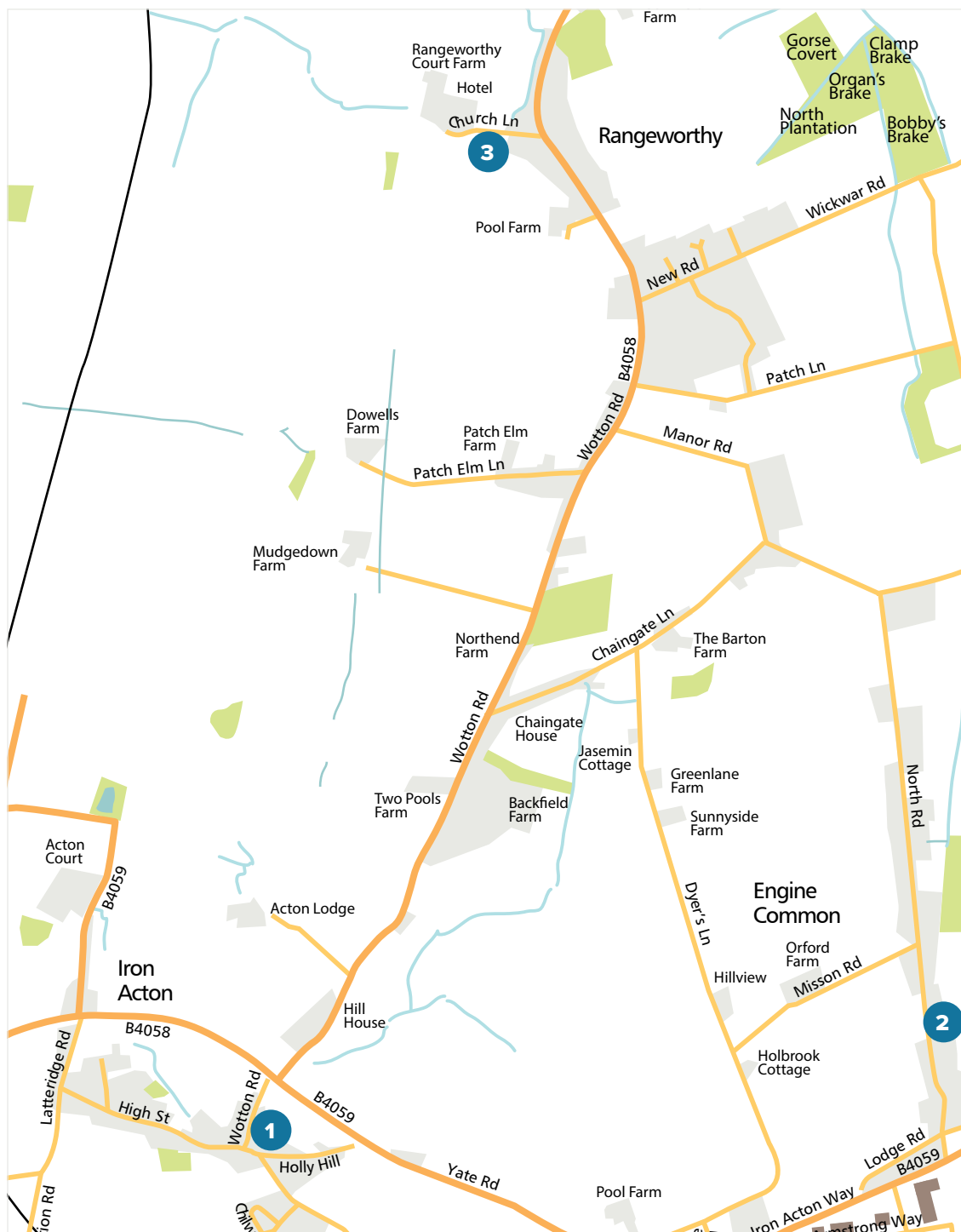
1. Almondsbury CE Primary School





# MAP 4

- Iron Acton/Rangeworthy/Yate



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1. Iron Acton CE Primary School
2. North Road Primary School
3. Rangeworthy CE Primary School

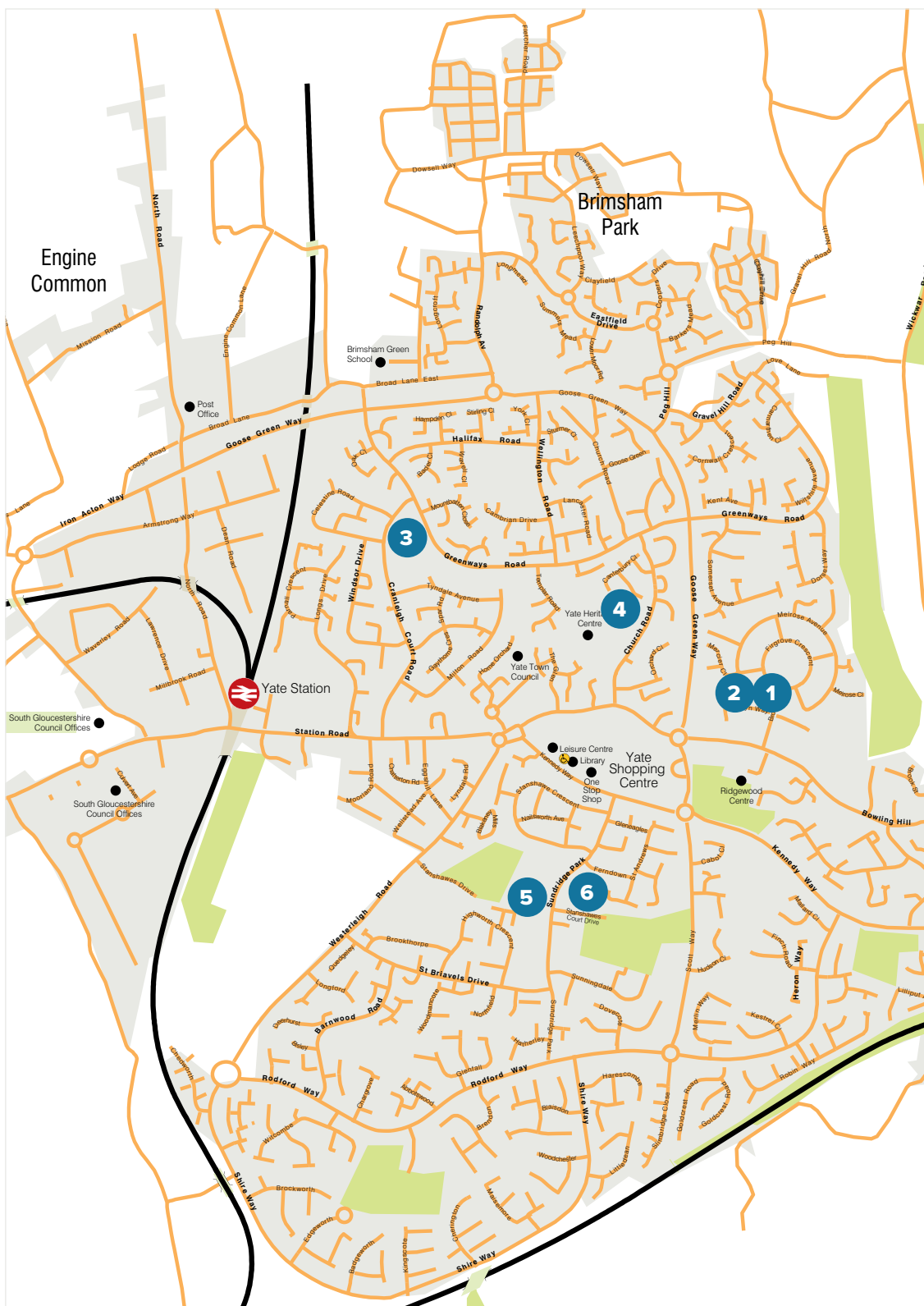
There are no schools with an Area of Prime Responsibility (APR) on this map.

# MAP 5

- North & West Yate

## Map 5 – North & West Yate

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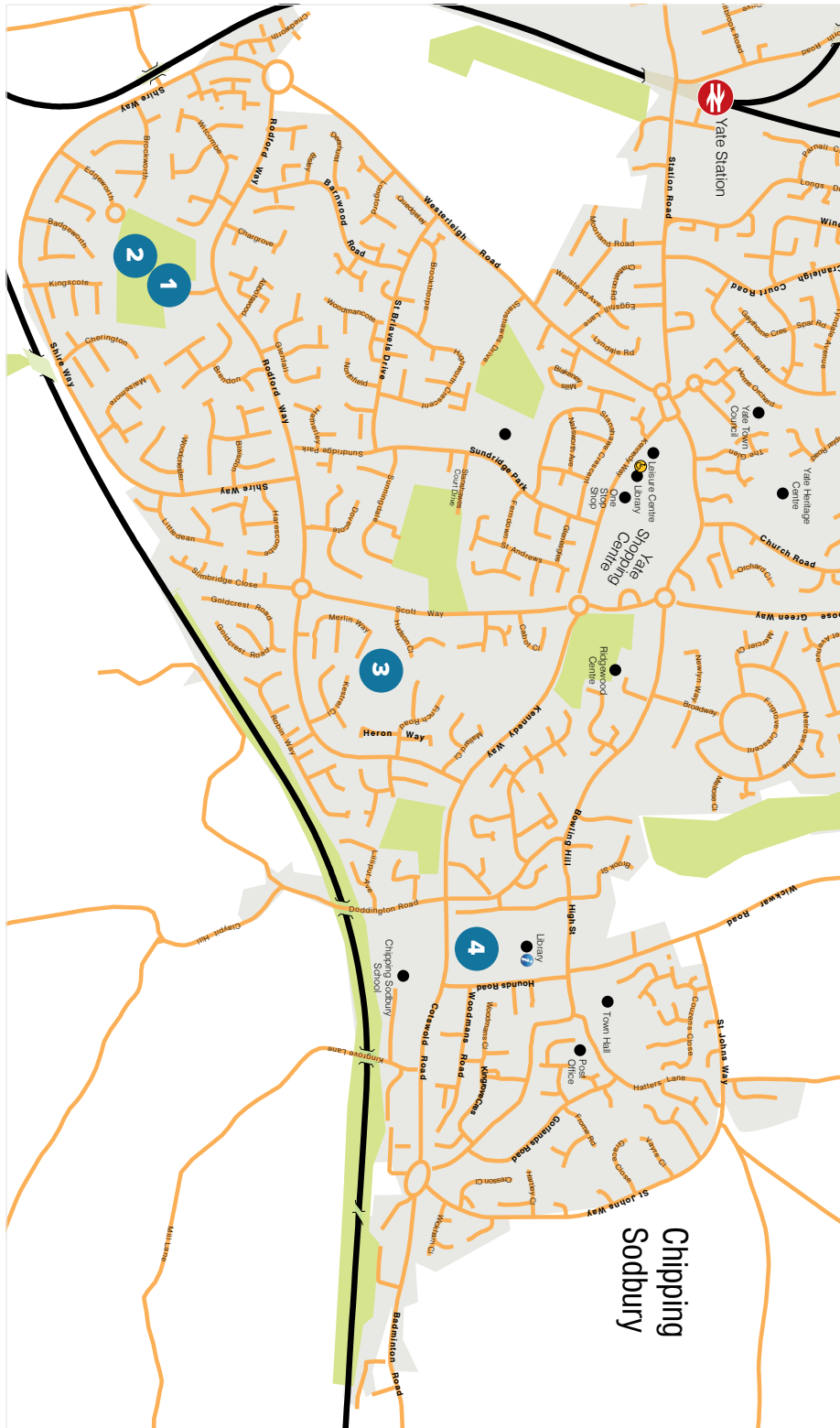
1. Broadway Infant School
2. The Ridge Junior School
3. Tyndale Primary School
4. St Mary's CE Primary School (Voluntary Aided)

5. Woodlands Primary School
6. St Paul's Catholic Primary School (Voluntary Aided)

There are no schools with an Area of Prime Responsibility (APR) on this map.

# MAP 6

- South & East Yate and Chipping Sodbury

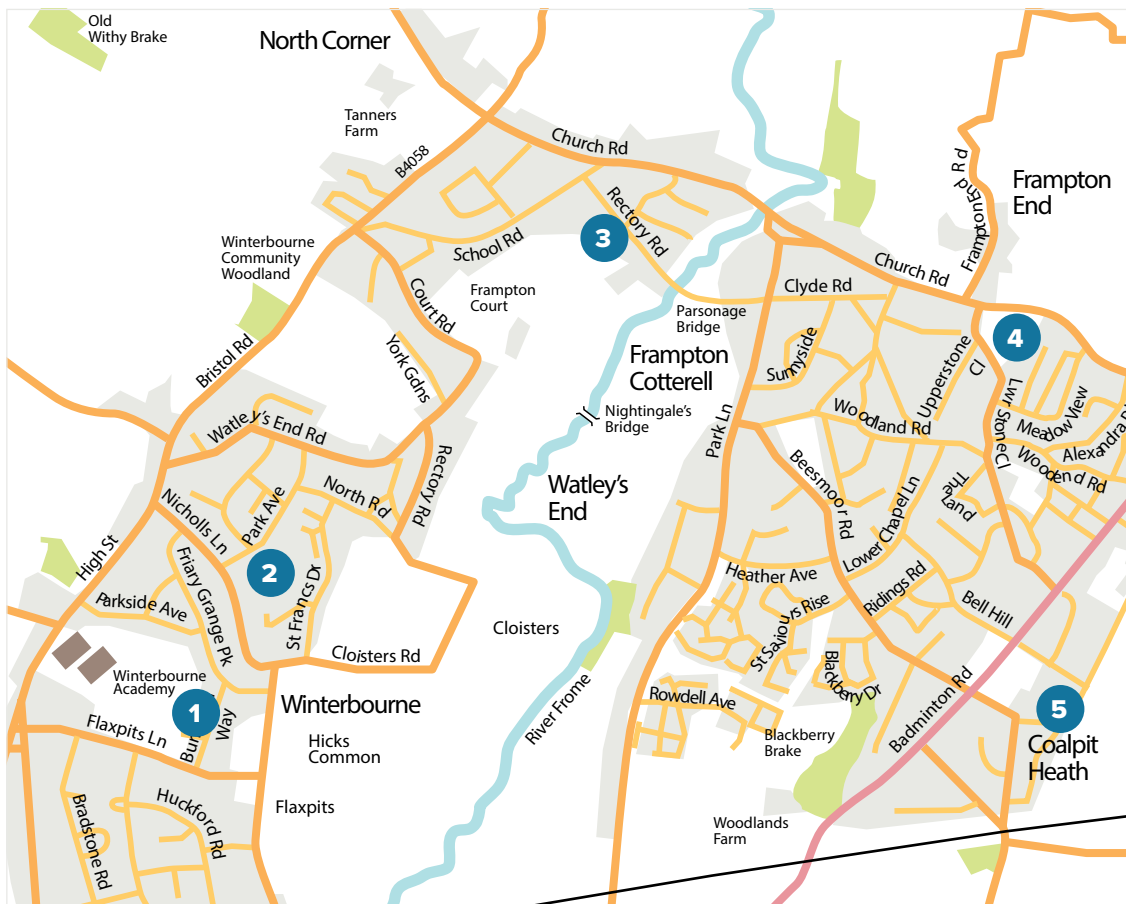


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1. Abbotswood Primary School
2. Wellesley Primary School
3. Raysfield Primary School

4. St John's Mead CE Primary School

There are no schools with an Area of Prime Responsibility (APR) on this map.



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1. St Michael's CE Primary School
2. Elm Park Primary School
3. Frampton Cotterell CE Primary School

4. Watermore Primary School
5. The Manor CE Primary School

There are no schools with an Area of Prime Responsibility (APR) on this map.



# MAP 8

- Frenchay Area of Prime Responsibility



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The area is defined by the A4174 to the north, starting at the UWE north entrance junction at the north west corner and running east to the River Frome, then south and westwards along the River Frome until South Gloucestershire Council's administrative boundary; then along the boundary west and northwards until the south side of Long Down Avenue, then east along the south side of Long Down Avenue until the footpath that runs northwards along the UWE boundary; it then follows the footpath northwards though UWE to join up with the A4174 UWE north entrance.

1. Frenchay CE Primary School (new site from September 2022)
2. Hambrook Primary School (not included within this Area of Prime Responsibility)





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1. Coniston Primary School
2. Callicroft Primary Academy
3. Charlton Wood Primary Academy

There are no schools with an Area of Prime Responsibility (APR) on this map.



# MAP 10

- Bradley Stoke/Little Stoke



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1. Holy Family Catholic Primary School (Voluntary Aided)
2. St Chad's Patchway CE Primary School
3. Stoke Lodge Primary School
4. Holy Trinity CE/Methodist Primary School (Voluntary Aided)
5. Bowsland Green Primary School
6. Little Stoke Primary School

7. Bailey's Court Primary School
8. St Michael's CE Primary School
9. Wheatfield Primary School
10. St Mary's Catholic Primary School (Voluntary Aided)
11. Meadowbrook Primary School

There are no schools with an Area of Prime Responsibility (APR) on this map.

# MAP 11

## - Bradley Stoke Community School Primary Phase Area of Prime Responsibility



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## Map 11 – Bradley Stoke Community School Primary Phase Area of Prime Responsibility

The area is defined by the M5 motorway to the north, M4 motorway to the east, then west along B4057 until the B4427 at the Stoke Gifford Civil Parish boundary, then southwards along the Stoke Gifford Civil Parish boundary until Hambrook Lane, then east along Hambrook Lane until the M32 motorway, then southwards along the M32 motorway, at South Gloucestershire Council's administrative boundary; it then tracks westwards and northwards along South Gloucestershire Council's administrative boundary until the railway line south of Filton Airport, then northwards along Patchway Civil Parish boundary until the M5 motorway.

1. Bradley Stoke Community School Primary Phase



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# MAP 12

- Filton Primaries Consortium Area of Prime Responsibility



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The area is defined by the railway line to the north and east and South Gloucestershire Council's administrative boundary to the south and west.

1. Charborough Road Primary School
2. Shield Road Primary School
3. Filton Hill Primary School



# MAP 13

- Wallscourt Farm Academy



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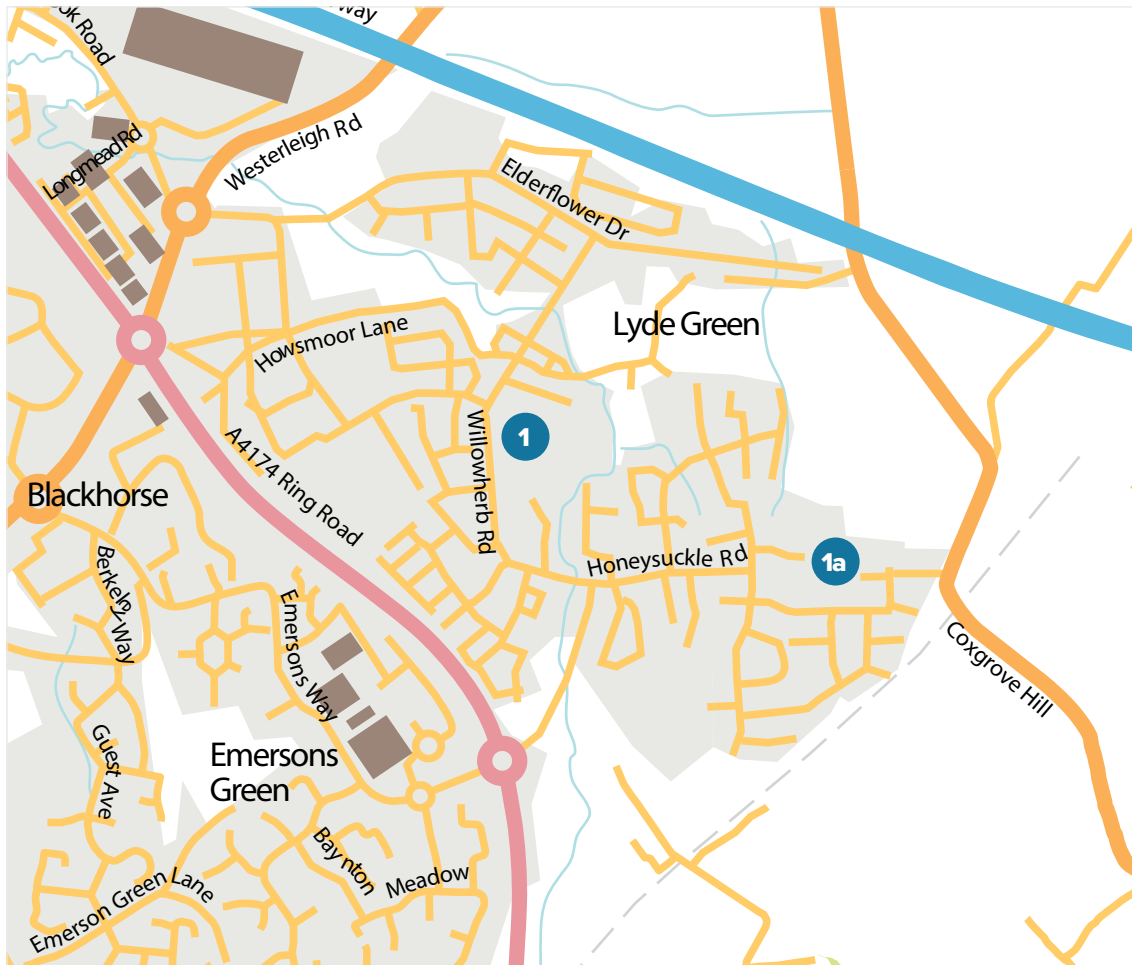
1. Wallscourt Farm Academy

There are no schools with an Area of Prime Responsibility (APR) on this map.



# MAP 14

- Lyde Green Primary School



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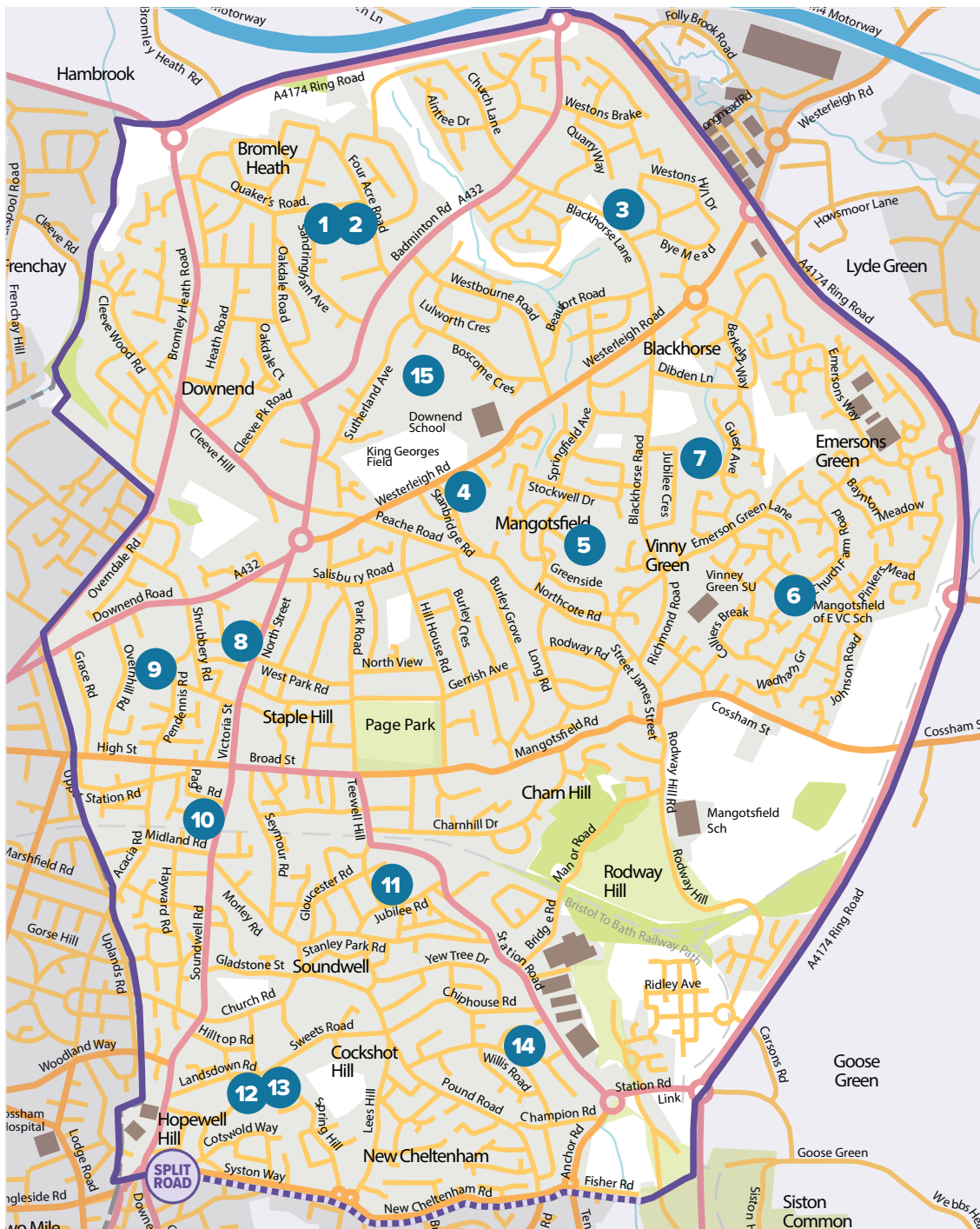
- 1. Lyde Green Primary School
- 1a. Lyde Green Primary School – planned location of 2nd site

There are no schools with an Area of Prime Responsibility (APR) on this map.



# MAP 15

- Kingswood North/Downend/Emersons Green Primaries Consortium Area of Prime Responsibility



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The area is defined by the A4174 to the north and east, then at the footbridge by Siston Common it tracks westwards to Fisher Road, then westwards along the middle of Fisher Road, New Cheltenham Road, Syston Way and Soundwell Road; at South Gloucestershire Council's administrative boundary it tracks northwards along the boundary until the River Frome, then northwards along the River Frome until the A4174.

- |                                   |                                   |   |
|-----------------------------------|-----------------------------------|---|
| 1. Bromley Heath Infant School    | 7. Emersons Green Primary School  | 13. St Stephen's CE Junior School   |
| 2. Bromley Heath Junior School    | 8. Christ Church CE Infant School | 14. Kings' Forest Primary School  |
| 3. Blackhorse Primary School      | 9. Christ Church CE Junior School | 15. St Augustine of Canterbury Catholic Primary School (Voluntary Aided) (not included within this Area of Prime Responsibility). |
| 4. Stanbridge Primary School      | 10. Staple Hill Primary School    |   |
| 5. Barley Close Primary School    | 11. The Tynings Primary School    |   |
| 6. Mangotsfield CE Primary School | 12. St Stephen's Infant School    |   |

# MAP 16

- Kingswood South & Hanham Primaries Consortium Area of Prime Responsibility



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The area is defined to the north along the middle of New Cheltenham Road, running westwards, along the middle of Fisher Road, at Siston Civil Parish boundary on Fisher Road; it then follows the boundary southwards until the A420, then westwards along the middle of the A420 until the A4174, then southwards along the A4174 until South Gloucestershire Council's administrative boundary, then west and northwards along South Gloucestershire Council's administrative boundary until Soundwell Road, then eastwards along the middle of Soundwell Road, then Syston Way and New Cheltenham Road.

1. Samuel White's Infant School
2. Hanham Abbots Junior School
3. Christ Church CE Primary School
4. Beacon Rise Primary School
5. Courtney Primary School
6. The Park Primary School
7. Our Lady of Lourdes Catholic Primary School (Voluntary Aided) (not included within this Area of Prime Responsibility).

# MAP 17

## - King's Oak Academy Primary Phase Area of Prime Responsibility



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Map 17 - King's Oak Academy Primary Phase Area of Prime Responsibility

The area is defined by The River Frome to the northwest and north, then at the Mill Road T junction with Bury Hill it tracks along the middle of Bury Hill and Cuckoo Lane eastwards until Folly Brook, then along Folly Brook until Folly Bridge where it meets Emersons Green Ward boundary, then follows Emersons Green Ward boundary southwards, at the intersection of Emersons Green Ward boundary, Boyd Valley Ward boundary and Siston Ward boundary it follows the Siston Ward boundary east and southwards until the A420, then westwards along the middle of the A420 until South Gloucestershire Council's administrative boundary, then it tracks northwards along South Gloucestershire Council's administrative boundary until the River Frome.

1. King's Oak Academy Primary Phase



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# MAP 18

- Cadbury Heath/Longwell Green Consortium Area of Prime Responsibility



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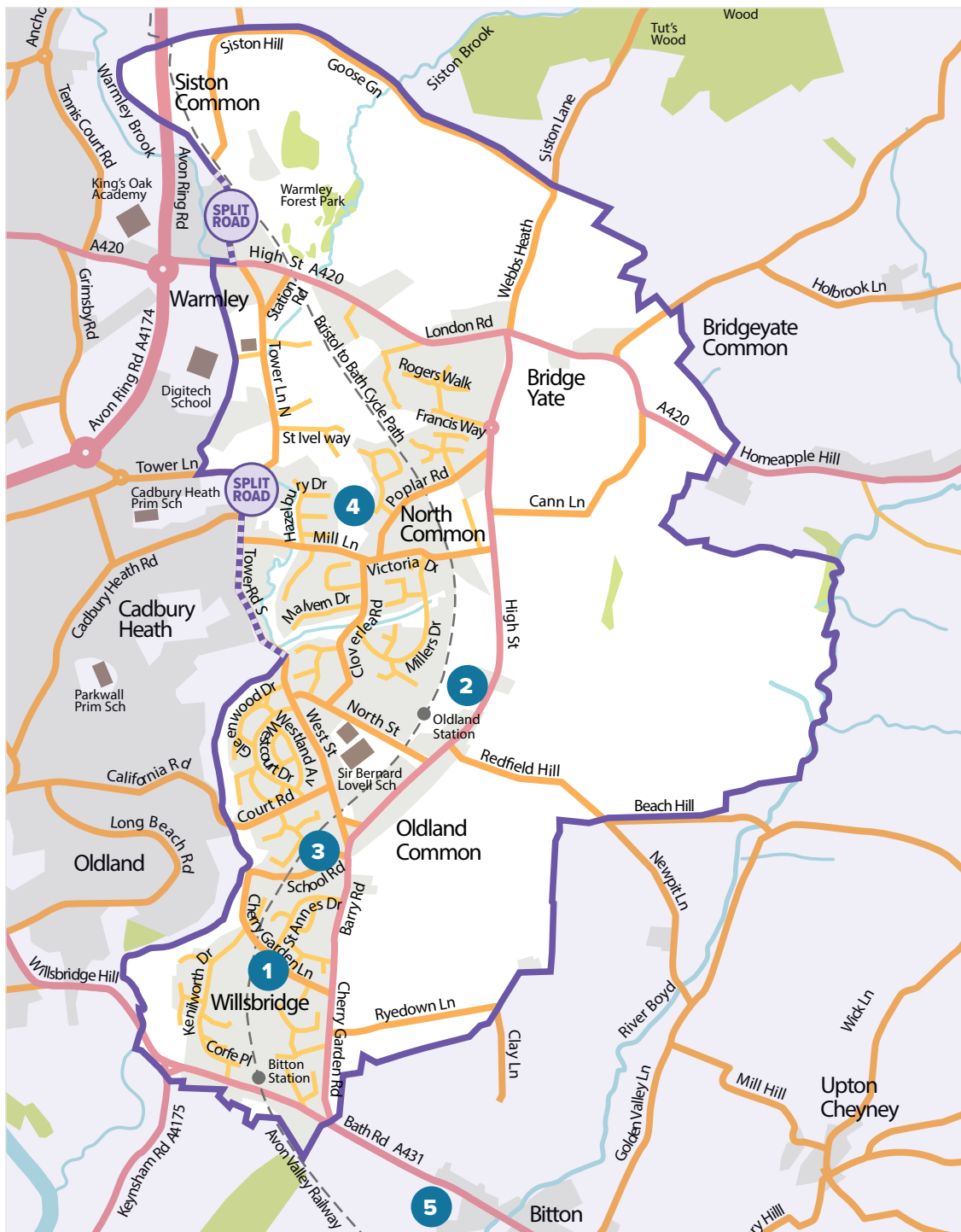
The area is defined by the A4174 to the west, northwards to the A420, then eastwards along the middle of the A420 until Deanery Close, then southwards to link with the north east corner of Parkwall Ward boundary, then follows the Parkwall Ward boundary southwards until Tower Road, then eastwards along the middle of Tower Road, then at Tower Road South it runs southwards down the middle of Tower Road South, at Siston Brook it then tracks southwards along Siston Brook to South Gloucestershire Council's administrative boundary, then westwards along South Gloucestershire Council's administrative boundary to the A4174.

- |                                 |                                  |
|---------------------------------|----------------------------------|
| 1. Barrs Court Primary School   | 3. Longwell Green Primary School |
| 2. Cadbury Heath Primary School | 4. Parkwall Primary School       |



# MAP 19

- Warmley/Bitton Consortium Area of Prime Responsibility



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The area is defined to the north along the middle of Goose Green, running eastwards, along the middle of Webbs Heath to the junction with Siston Lane, it then goes by direct line eastwards to the Abson and Wick Civil Parish boundary. Then it runs southwards along the Abson and Wick Civil Parish boundary until the southwestern corner of Abson and Wick Civil Parish where it then follows the River Boyd until Beach Hill. It then runs westwards along the middle of Beach Hill, at the junction with New Pit Lane it continues westwards along the one field line then runs southwards to join Ryedown Lane south of Upper Cullyhall Farm. Then it runs to the south of Ryedown Lane to include the properties on the south side of Ryedown Lane, westwards then southwards at Cherry Garden Lane to meet the A431. At the A431 roundabout it then runs south to meet the Bristol and Bath Railway Path and tracks south of the properties on the southern side of A431 Bath Road until the roundabout with Keynsham Road, then northwards along western side of the properties on A431 Bath Road to meet Siston Brook south of Cunnington Close, then northwards along Siston Brook. At Tower Road South it runs northwards along the middle of the road, at Tower Road it runs along the middle of the road westwards to the Siston Civil Parish boundary, then northwards along the Siston Civil Parish boundary. When the boundary meets the north east corner of Parkwall and Warmley Ward boundary it links north to the A420 at Deanery Close, then eastwards along the middle of the A420 to Stanley Road, then northwards along the middle of Stanley Road, then the middle of Siston Hill to join with the middle of Goose Green.

1. Cherry Garden Primary School
2. Redfield Edge Primary School
3. St Anne's CE Primary School
4. St Barnabas CE Primary School
5. The Meadows Primary School (not included within this Area of Prime Responsibility)





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1. Alexander Hosea Primary School
2. Charfield Primary School
3. Hawkesbury CE Primary School
4. Horton CE Primary School (Voluntary Aided)
5. Marshfield CE Primary School
6. Old Sodbury CE Primary School
7. Oldbury-on-Severn CE Primary School
8. Olveston CE Primary School

9. Pucklechurch CE Primary School
10. St Andrew's CE Primary School
11. Tortworth Primary School
12. Trinity CE Primary School
13. Wick CE Primary School

There are no schools with an Area of Prime Responsibility (APR) on this map.



# Admission to academies

**Academies are their own admission authority and are responsible for setting their own admissions criteria. Allocations of places will be made in accordance with the criteria adopted by the academy trust. If your application for a place at an academy is unsuccessful you have the right of appeal under the terms of the School Standards and Framework Act 1998. Information on the appeal procedure can be obtained from individual academies.**

Applications to an academy in South Gloucestershire from South Gloucestershire residents should be made to South Gloucestershire Council either by on-line application form or by printing and completing

the application form. Applicants resident in the area of another local authority requesting a place in an academy in South Gloucestershire must complete and return an application form available from their own 'home' local authority. Academy admission criteria are listed in this section.

**Note:** The full version of each policy is available on the trust/school's website.

Academies may require applicants to complete a supplementary information form in connection with their admission criteria. Applicants should check with the academy concerned.

## Schools which are academies are as follows:

Bradley Stoke Community (Primary Phase)	Olympus Academy Trust
Callicroft Primary	Olympus Academy Trust
Charborough Road Primary	Olympus Academy Trust
Charfield Primary	Castle School Education Trust
Charlton Wood Primary	Endeavour Trust
Filton Hill Primary	Olympus Academy Trust
King's Oak (Primary Phase)	Cabot Learning Federation
Lyde Green Primary	Castle School Education Trust
Meadowbrook Primary	Olympus Academy Trust
The Meadows Primary	Futura Learning Partnership
Severn Beach Primary	Castle School Education Trust
Stoke Lodge Primary	Olympus Academy Trust
Tyndale Primary	Greenshaw Learning Trust
Wallscourt Farm Academy	Cabot Learning Federation
Woodlands Primary	Greenshaw Learning Trust

In South Gloucestershire, we have two academies providing for both primary and secondary school age pupils:

- Bradley Stoke Community School is an all-through academy providing for the 4-19 age range. There are 30 reception class places.
- King's Oak Academy is an all-through academy providing for the 4-19 age range. There are 60 reception class places.

# Cabot Learning Federation

## King's Oak Academy (Primary Phase)

### Policy statement

The purpose of this policy is to make clear the admissions process to King's Oak Academy.

The Cabot Learning Federation (CLF) adheres to the statutory requirements and the principles outlined in the School Admissions Code [DfE September 2021], which all academies are required to adhere to via the Funding Agreement between King's Oak Academy and the Secretary of State.

The CLF has agreed that the admission arrangements will remain in line with the agreed arrangements for South Gloucestershire maintained non-denominational secondary and primary schools.

More information about the CLF can be found on the website.

### The admissions timetable - consultation

The 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.

For admission arrangements for entry in September 2023 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.

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.

When consultation is required, the CLF will consult the following parties on the proposed admission arrangements:

- a. Parents/carers of children between the ages of 2–18;
- b. South Gloucestershire LA;
- c. The Admission Forum for South Gloucestershire LA (where this exists);
- d. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by South Gloucestershire 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.

### The admissions timetable - determination

Once feedback from the consultation has been considered the CLF must determine the admission arrangements and must notify the local authority of these and publish them on the relevant academy website.

### Offers and acceptance of offers

Offers are made and need to be accepted by the agreed dates.

### Process of application

Applications for places at the academy will be made in accordance with South Gloucestershire LA's co-ordinated admission arrangements, and will be made on the common application form (CAF) provided and administered by the LA.



## Published admission number (PAN)

King's Oak Academy has a PAN of 60 places in reception, leading to a total number of 420 places for primary provision when at full capacity.

## Consideration of applications

The LA will consider all application for places. Where fewer than 60 applications are received, the LA will offer places to all those who have applied.

## Students with education, health and care plans (EHCPs)

Children with EHCPs 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 EHCP that names the academy. Academies must admit such children whether they have places or not. Any appeal concerning the EHCP or the admission is to the independent First-Tier Tribunal (Health, Education and Social Care Chamber). Parents/carers of children with an EHCP should contact their child's lead professional for any further information.

## Over-subscription criteria

Where the number of applications for admissions is greater than the 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.

### 1. Children in care or children who were previously in care.

- To a local authority in England and immediately after being in care who became subject to an adoption, child arrangement order, or special guardianship order.
- Those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

### 2. Local siblings: defined as siblings that:

- live within the area of prime responsibility (APR); or
- where there is no APR, local siblings will be deemed to be those living up to a maximum of two miles from school by straight line measurement; or
- where the distance is over two miles but the school is still the nearest school;

AND

- they are full or half brother or sister; or
- they are adoptive brother or sister; or
- they are children of the same household;

AND

- the older sibling is already in attendance at the preferred school and will be in attendance in the September of the younger sibling's admission year.

**3a. Geographical considerations** – those living within the academy's APR – those living closest to the academy will be given priority.

**3b. Geographical considerations** – those living outside the academy's APR – 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 over-subscription criteria, places will be awarded by random allocation. This process will be supervised by an independent person to the local authority and the academy.

## Late applications

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 South Gloucestershire Admission to Primary Schools Guide.

## In-year admissions

The academy is part of the South Gloucestershire LA co-ordinated in-year admissions arrangements. This scheme applies to all applications for places in existing year groups from parents/carers resident in South Gloucestershire or with a confirmed move to the local area at the time of the application.

Applications for academy places from parents/carers resident in, or with a confirmed move to the local area must be made on the academy application form available from the website. The academy will consider each application at the time it is made. Parents/carers whose application is turned down are entitled to appeal.

## Waiting list

Where the academy has been over-subscribed 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.

The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list.

Any waiting list will be maintained until the end of Term 2 (December term) and then discarded.

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

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.

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.

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.

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

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.

For reception 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.



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 over-subscription 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.

### Feeder schools

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.

### Appeals

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.

The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals.

Parents will normally have 20 school days after notification of a place not being offered to lodge an appeal.

Parents/carers wishing to appeal against an admission refusal 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.

Parents/carers will be given 10 school days' notice of the appeal hearing, unless they agree to a shorter period of notice.

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.

### Notes/definitions to the over-subscription criteria

1. **Children in public care\*** are those who are in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22 of the Children Act 1989) at the time of making an application to a school. In South Gloucestershire, these children are referred to as children in public care.

**Children previously in public care\*** are those who were looked after, but ceased to be so because they were adopted<sup>1</sup> (or became subject to a residence order<sup>2</sup> or special guardianship order<sup>3</sup>), and those children who appear (to the admission authority) to have been in state care outside of England but ceased to be in state care as a result of being adopted.

\* Documentation will need to be provided to South Gloucestershire Council as proof of care status.

- 1 Under the terms of the Adoption Act 1976 and the Adoption and Children's Act 2002.
- 2 Under the terms of the Children Act 1989 and Children and Families Act 2014.
- 3 Section 14A of the Children Act 1989.



**2. Local siblings:** Children are defined as local siblings if:

- they live within the APR; or,
- where there is no APR, local siblings will be deemed to be those living up to a maximum of two miles from school by straight line measurement; or,
- where the distance is over two miles but the school is still the nearest school

AND

- they are full or half brother or sister; or
- they are adoptive brother or sister; or
- they are children of the same household

AND

- the older sibling is already in attendance at the preferred school and will be in attendance in September 2023 (statutory school age only).

**3. Geographical considerations:** Where there are more applications for children living within an APR than places available, priority will be given to applications from within the defined area who live closest to the academy. After places have been allocated from within the APR, any remaining places will be allocated to those children living closest to the academy. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using the local authority's computerised mapping system.

**Home address** – Where a child regularly lives at more than one address the local authority will have to reach a conclusion about which should be counted as the main address when allocating places, taking relevant evidence into account. Normally this will be the address where the child is registered with a medical GP. Where parents or carers are living separately and do not agree on the child's home address, they are urged to reach an agreement. If this does not happen evidence may be required by providing court documents or other legally binding documentation such as a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided, the local authority will determine the address to be used for allocating a school place.

**4. Tie breaker:** Where it does not prove possible to resolve allocations to an over-subscribed school by the application of criteria 1-3, any remaining places will be awarded by random allocation. This process will be supervised by an independent person to the local authority and the academy.



# Cabot Learning Federation

## Wallscourt Farm Academy

### Policy statement

The purpose of this policy is to make clear the admissions process to Wallscourt Farm Academy.

The Cabot Learning Federation (CLF) adheres to the statutory requirements and the principles outlined in the School Admissions Code [DfE, 2021], which all academies are required to adhere to via the Funding Agreement between Wallscourt Farm Academy and the Secretary of State.

The CLF has agreed that the admission arrangements will remain in line with the agreed arrangements for South Gloucestershire maintained non-denominational primary schools.

More information about the CLF can be found on the website.

### The admissions timetable - consultation

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.

For admission arrangements for entry in September 2023 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.

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 local authority (LA) and publish details on the academy website. When consultation is required, the CLF will consult the following parties on the proposed admission arrangements:

- Parents/carers of children between the ages of 2 – 18;
- South Gloucestershire LA;
- The Admission Forum for South Gloucestershire LA (where this exists);
- Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by South Gloucestershire LA;
- 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;
- Affected admission authorities in neighbouring local authority areas.

### The admissions timetable - determination

Once feedback from the consultation has been considered the CLF must determine the admission arrangements and must notify the LA of these and publish them on the relevant academy website.

### The admissions timetable - offers and acceptance of offers

Offers are made and need to be accepted by the agreed dates.

## Process of application

Applications for places at the academy will be made in accordance with South Gloucestershire LA's co-ordinated admission arrangements, and will be made on the common application form (CAF) provided and administered by the LA.

## Published admission number (PAN)

Wallscourt Farm Academy has a PAN of 60 places in reception, leading to a total number of 420 places across reception to year 6 when at full capacity.

## Consideration of applications

The LA will consider all application for places. Where fewer than 60 applications are received, the LA will offer places to all those who have applied.

Children of UK serving personnel are excepted pupils for infant class size outside the normal round of allocations.

## Students with an education, health and care plan (EHCP)

Children with EHCPs 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 EHCP 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 EHCP should contact their child's lead professional for any further information.

## Over-subscription criteria

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.

### 1. Children in care or children who were previously in care.

- To a local authority in England and immediately after being in care who became subject to an adoption, child arrangement order, or special guardianship order.
- Those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

### 2. Local siblings: defined as siblings that:

- live within the area of prime responsibility (APR); or
- where there is no APR, local siblings will be deemed to be those living up to a maximum of two miles from school by straight line measurement; or
- where the distance is over two miles but the school is still the nearest school;

AND

- they are full or half brother or sister; or
- they are adoptive brother or sister; or
- they are children of the same household;

AND

- the older sibling is already in attendance at the preferred school and will be in attendance in the September of the younger sibling's admission year.



### 3. Geographical considerations.

4. **Tie breaker** – where it is not possible to distinguish between applicants within a particular over-subscription criteria, places will be awarded by random allocation. This process will be supervised by an independent person to the local authority and the academy.

### Late applications

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 South Gloucestershire Admission to Primary Schools Guide.

### In-year admissions

The academy is part of the South Gloucestershire LA co-ordinated in year admissions arrangements. This scheme applies to all applications for places in existing year groups from parents/carers resident in South Gloucestershire or with a confirmed move to the local area at the time of the application.

Applications for academy places from parents/carers resident in, or with a confirmed move to the local area must be made on the academy application form. The academy will consider each application at the time it is made. Parents/carers whose application is turned down are entitled to appeal.

### Waiting list

Where the academy has been over-subscribed 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. The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list.

Any waiting list will be maintained until the end of Term 2 (December term) and then discarded.

### Deferred entry

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.

If parents wish to defer their child's admission and the term following their fifth birthday would be September 2023, 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.

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 2023-24 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.

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

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.

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.

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.

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

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.

For reception 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.

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 over-subscription 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.

### Feeder schools

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 exceptions to this is King's Oak Academy which is an all-through provision.

### Appeals

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.

The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals.

Parents will normally have 20 school days after notification of a place not being offered to lodge an appeal.

Parents/carers wishing to appeal against an admission refusal 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.

Parents/carers will be given 10 school days' notice of the appeal hearing, unless they agree to a shorter period of notice.



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.

### Notes/definitions to the over-subscription criteria

1. **Children in public care\*** are those who are in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22 of the Children Act 1989) at the time of making an application to a school. In South Gloucestershire, these children are referred to as children in public care.

**Children previously in public care\*** are those who were looked after, but ceased to be so because they were adopted<sup>1</sup> (or became subject to a residence order<sup>2</sup> or special guardianship order<sup>3</sup>), and those children who appear (to the admission authority) to have been in state care outside of England but ceased to be in state care as a result of being adopted.

\* Documentation will need to be provided to South Gloucestershire Council as proof of care status.

- 1 Under the terms of the Adoption Act 1976 and the Adoption and Children's Act 2002.
- 2 Under the terms of the Children Act 1989 and Children and Families Act 2014.
- 3 Section 14A of the Children Act 1989.

2. **Local siblings:** Children are defined as local siblings if:

- they live within the APR; or,
- where there is no APR, local siblings will be deemed to be those living up to a maximum of two miles from school by straight line measurement; or,
- where the distance is over two miles but the school is still the nearest school

AND

- they are full or half brother or sister; or
- they are adoptive brother or sister; or
- they are children of the same household

AND

- the older sibling is already in attendance at the preferred school and will be in attendance in September 2023 (statutory school age only).

3. **Geographical considerations:** Where there are more applications for children living within an APR than places available, priority will be given to applications from within the defined area who live closest to the academy. After places have been allocated from within the APR, any remaining places will be allocated to those children living closest to the academy. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using the local authority's computerised mapping system.



**Home address** – Where a child regularly lives at more than one address the local authority will have to reach a conclusion about which should be counted as the main address when allocating places, taking relevant evidence into account. Normally this will be the address where the child is registered with a medical GP. Where parents or carers are living separately and do not agree on the child's home address, they are urged to reach an agreement. If this does not happen evidence may be required by providing court documents or other legally binding documentation such as a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided, the local authority will determine the address be used for allocating a school place.

4. **Tie breaker:** Where it does not prove possible to resolve allocations to an over-subscribed school by the application of criteria 1-3, any remaining places will be awarded by random allocation. This process will be supervised by an independent person to the local authority and the academy.



# Castle School Education Trust

Charfield Primary School

Lyde Green Primary School

Severn Beach Primary School

## Purpose of the policy

The purpose of this policy is to make the admissions process to schools within Castle School Education Trust (the Trust) clear and open.

The Trustees of the Trust have agreed that the admission arrangements for all its schools will remain in line with the agreed arrangements for South Gloucestershire's maintained non-denominational secondary schools other than in the case of out of area siblings, as defined below. This policy should be read in conjunction with the general terms contained in the South Gloucestershire Admission to Secondary Schools Guide.

The Trust adheres to the statutory requirements and the principles expressed in the School Admissions Code. This includes reference to the South Gloucestershire Fair Access Protocol. The admission arrangements must be confirmed by 28 February each year and published on the schools' websites by 15 March.

## Reception admissions

The Trustees are supported by the South Gloucestershire Local Authority (LA) in allocating places and informing families.

## Planned admission numbers (PANs)

Charfield and Severn Beach each have a PAN of 30.

Lyde Green has a PAN of 60 for year groups admitted in 2017 onwards (30 for year groups admitted in 2015 and 2016). In addition, there are up to 16 places in the Access Centre at Lyde Green across Reception to Year 2 which are set aside for students allocated by the LA.

## The admission criteria and arrangements

Should any school be over-subscribed in Reception (i.e. if there are more applications than places available), initial allocations will be made according to the criteria below. These are listed in order of priority and will be applied to all applications for the school received by the published closing date for applications.

1. Children in public care or previously in public care.
2. Local siblings - those living within the school's Area of Prime Responsibility (APR) (where there is an APR defined).
3. Geographical considerations (those living within the school's APR where there is an APR defined).
4. Out of area siblings – those living outside the school's APR (where there is an APR defined).
5. Geographical considerations (those living outside the school's APR where there is an APR defined).
6. Tie Breaker: Where it does not prove possible to resolve allocations to an over-subscribed school by the application of the above criteria, any remaining places will be allocated by drawing lots.

## Notes to the over-subscription criteria

1. **Children in public care** are those looked after by a Local Authority within the meaning of Section 22 of the Children Act 1989.

Children previously in public care are those who were looked after, but ceased to be so because they were adopted or became subject to a Child Arrangement Order or Special Guardianship Order. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- 2a. **Local siblings:** children are defined as local siblings if:

- they are full or half brother or sister; or
- they are adoptive brother or sister; or
- they are children of the same household; and they live within the school's defined APR; and
- the sibling is already in attendance at the preferred school and will be in attendance (statutory school age only) on the date at which the applicant transfers to a school within the Trust.
- The sibling rule does not apply across the Trust, but is specific to each school.

Please note: to be defined as a 'local sibling' a child must live in the APR for the school. Where there is no APR defined local siblings will be deemed to be those living up to a maximum of two miles from the school as measured in a straight line.

- 2b. **Non-local siblings:** children are defined as non-local siblings if:

- they are full or half brother or sister; or
- they are adoptive brother or sister; or
- they are children of the same household; and
- the sibling is already in attendance at the preferred school and will be in attendance (statutory school age only) on the date at which the applicant transfers to an academy within the Trust.

The sibling rule does not apply across the Trust, but is specific to each school.

3. **Geographical considerations (for those living within the school's APR):** Priority will be given to those children who live within the APR for each school. More detailed information is available at the schools or from the LA.

If in any year there are more children living within the APR than the number of places available at the school, priority will be given to those children who live closest to the school. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school building using the LA's computerised mapping system.

4. **Geographical considerations (for those living outside the school's APR):** After places have been allocated from within the APR, any remaining places will be allocated to those children who live closest to the school. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school building using the LA's computerised mapping system. All applications will be considered at the same time and the published over-subscription criteria applied.



5. **Tie breaker:** Lots will be drawn by an employee of the Trust who is independent of the admissions process.

### Children with Education Health and Care Plans (EHCPs)

Children with EHCPs are placed in schools through the arrangements set out in the SEN Code of Practice and not through these admission criteria. Each governing body is required by Section 324 of the Education Act 1996 to admit to the school a child with an EHCP that names the school whether or not there are places available. Any appeal concerning the EHCP or the admission is to the independent First-tier Tribunal (Health, Education and Social Care Chamber). Lyde Green hosts an Access Centre for children with an EHCP and who need significant levels of support for ASD. Placement in the Access Centre is always decided centrally by South Gloucestershire's Department for People.

### Children of multiple births

Whenever possible, in managing the allocation of places to schools within the Trust, South Gloucestershire Council will endeavour to place children of multiple births in the same school within the places available. Where the last child to qualify for a place is a twin or child of multiple birth, numbers will be breached to enable all children of the same birth to attend the same school.

### Children of UK service personnel (UK armed forces)

South Gloucestershire Council recognises the particular needs of children of UK service personnel (UK Armed Forces). The LA ensures that the needs of these children are taken into account by:

- allocating a school place in advance if the application is accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering address.
- accepting a Unit postal address, or, if appropriate, a quartering area address (the address of the closest house in the relevant quartering area), for applications from service personnel in the absence of a new home postal address. A quartering address will be used only where the housing authorities confirm in writing that a house will be offered in the area.
- accepting a late application from UK service personnel as 'on time' where a notification of posting has been received after the closing date and before the date of exchange of information with other admission authorities.
- considering an application on the criterion of 'local sibling' where another child in the family has been offered a place at the preferred school and the Unit postal address or quartering address is within the Area of Prime Responsibility for the preferred school.
- wherever possible, children of UK service personnel will be offered a place at the preferred local school but taking into account the admission number for the school.

### Home address

The child's home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s). South Gloucestershire Council cannot accept an address of a business, relative, friend, childminder, a temporary address or an address of a house it is intended to move to. The only exceptions are for children of UK service personnel for whom special arrangements apply.

South Gloucestershire Council and the Trust reserve the right to seek documentary evidence to support a claim of residence.

Where a child spends time with each parent/ carer at two different addresses, South Gloucestershire Council and the Trust will ask for proof of the arrangements and will determine the appropriate address to be used in allocating a school place. All evidence provided by parents/carers will also be considered in reaching a decision on the home address for admissions purposes. Where sufficient evidence is not forthcoming, the Trust will use the address which is furthest from the school, measured in a direct line between the address point of both addresses and a central point within the main school building using the LA's computerised mapping system, for the purposes of determining ranking for allocation of places. If an application or the evidence is later proved to be fraudulent or misleading, the Trust reserves the right to withdraw the place up to the end of term 2.

### Definition of statutory school age for primary phase children

Legally, children do not have to be in full time education until the term following their fifth birthday: this is the compulsory school age.

Child's fifth birthday	Can defer until	If I defer which class will my child join?
1 September – 31 December	January	Reception class
1 January – 31 March	April	Reception class
1 April – 31 August	Please see section 2.9 below, but if a summer-born child defers entry until the following September they would usually be expected to enter a Year 1 class full-time	

However, children are normally admitted to school in the September following their fourth birthday.

### Deferred entry to reception

Where an applicant to Reception is below compulsory school age the parent(s) can request:

- that the date their child is admitted is deferred until later in the academic year or until the term in which the child reaches compulsory school age, or
- that their child takes up the place part-time until the child reaches compulsory school age.

### Delayed entry to reception

Summer born children (children born from the beginning of April to the end of August) reach compulsory school age in the September following their fifth birthday. If a parent/carers wishes for their summer born child (ren) to start school in the reception year group in the September following their fifth birthday, the Trust will make a decision based on the circumstances of the individual case. Factors considered may include:

- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional, cognitive or physical development is adversely affecting their readiness for school;
- whether they have previously been educated outside their normal age group. Children placed in a year group below their chronological age will have to start school full-time immediately, as they will be compulsory school age. They will also reach statutory school leaving age before completing key stage 4 courses. Parents/ carers will be expected to support their child's continuing school attendance beyond the statutory school leaving date in order to ensure completion of key stage 4.





Where the Trust indicates willingness to accept an application from a child placed out of year group, this will not guarantee a place at the preferred school as any application will be have to be made with the admissions round for the year in which the child is starting school and considered against the published admission criteria.

### Appeals – September intake

After the closing date for applications (15 January) the LA will send each school separate lists of all their applicants. Each list will include all those stating a preference for the school but will not state the preferences. The LA will rank the lists separately and allocate up to the PAN to each school. Parents will be informed of the allocation of places by the Local Authority. Included in this information will be an appeal form and an explanatory guidance. If parents wish to appeal they need to complete and return the appeal form directly to the school's admissions officer. An independent appeals panel will be convened by the LA at which both parents and the Trust will present their cases. Decisions made by the panel are legally binding.

### Waiting lists

Where the school is over-subscribed in the normal admissions round and places have been refused to some applicants, a waiting list will be maintained for any vacancies which subsequently arise. The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. The list will be maintained by the Trust.

### In-year transfer

Parents who wish to obtain a place at any of the schools other than at the bulk September intake to Reception, should apply directly to the school. Parents will have a decision about allocating a place within two weeks.



# Endeavour Academy Trust

## Charlton Wood Primary Academy

### Admission to reception: application arrangements

The deadline for applications is 15 January 2023. Offers will be made on 17 April 2023.

Applications for a reception place should be made via the applicant's 'home' local authority on their common application form.

For residents of South Gloucestershire, applications should be made to South Gloucestershire Council either on-line at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) or on a paper form also available at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) and sent to South Gloucestershire Council, Department for Children, Adults and Health, Admissions and Transport Team, PO Box 1955, Bristol BS37 0DE.

### Planned admission number

The planned admission number for the reception year (2023–24) is 60 pupils.

### Applications from out-of-authority

Parents/carers who do not live in the authority of their chosen academy but who wish to apply for a place must return the appropriate common application form to the local authority in which they live. Any application forms from parents/carers living outside the chosen academy's authority will be passed to the relevant 'home' local authority.

### Late applications

Applications received after the published closing date will not be considered until all on-time applications have been assessed according to the over-subscription priority criteria below.

### Over-subscription criteria

For reception class admissions: Should the school be over-subscribed (i.e. if there are more applications than places available), initial allocations will be made according to the following criteria; these are listed in order of priority and will be applied to all applications received by the published closing date for applications (15 January 2023).

When the school is over-subscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. This includes children adopted from outside England and Wales. Relevant legal or government documentation may be required in order to validate this.
2. Priority will next be given to the local siblings of pupils who currently attend the chosen school. (Where an older sibling is in year 6 at the time of application, siblings will not be prioritised under this criterion).
3. Geographical considerations.
4. Other children.

### Tie-break

Where it does not prove possible to resolve allocations to an over-subscribed school by the application of the over-subscription criteria, any remaining places will be allocated by drawing lots. Lots will be drawn by a nominated person who is independent of the school admissions process.



Random allocation will not apply to children of multiple births. Where the last child to qualify for a place is a twin or child of multiple birth, the place will be offered to one child and the other child(ren) considered under the admission criteria as exceptions to the infant class size regulations where relevant.

### Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

### Summer born children

Due to the changes within the School Admission Code 2014, it is now possible to request a deferred entry for children born after 1 April. Parents must still apply for a place in the child's correct admission year however, they can then apply directly to the school to defer entry to the following year. Agreement must be reached by the academy and 'home' local authority before a deferred entry can be approved and then the normal admission processes will be applied in the following year. Parents should contact school as soon as possible to seek agreement before the application deadline.

### Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request at the time of application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

### Applications at other times of the year (in-year applications)

Applications made for years other than reception should be made to the school for consideration by the governing body who have the delegated authority to act as the admission authority. Application forms are available from the school, either from the school website or by contacting the school. Any such applications made to the local authority will be forwarded to the school for consideration. Decisions will be made in a timely fashion and within a maximum of 15 working days.

The school's admission committee determined that the published admission number and/or class sizes no larger than 30 will be the benchmarks used when deciding whether the admission of any child would be prejudicial to the provision of efficient education.

Parents/carers applying where places are over-subscribed will be informed of their right of appeal.

The school participate fully with local authority fair access protocols to support the placement of vulnerable or unplaced pupils.

### Waiting lists

For entry to reception, the local authority will manage waiting lists until the 31 August 2023, when the list will be transferred to the individual school for management by the person with delegated responsibility. When an application is received, the child's name will be retained on the waiting list until the end of the academic year. Placing a child's name on a waiting list does not affect the parents' right of appeal against an unsuccessful application.

For entry to year groups other than reception, the waiting list will be managed by the person with delegated responsibility at the school. If a place becomes available it will be offered in accordance with the published over-subscription criteria and not the length of time a child's name has been on a waiting list. Names will be removed from the lists if requested, or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications received. Where a place cannot be offered, parents may be offered a place at another Endeavour school, if available. Alternatively, parents may approach the local authority for a place at another school.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appeals for reception class places will be managed by the relevant local authority. Appeals for places in other year groups will be heard by an independent panel.

Appellants should contact the relevant home authority for information on how to appeal.

## Notes:

Children with an education, health and care plan (EHCP) which names the school

Children with EHCPs are placed in schools through the arrangements set out in the SEN Code of Practice and associated regulations and not the general school admission arrangements. Admission authorities are required by Section 324 of the Education Act 1996 to admit a child with an EHCP that names the school, even if the school is full. Parents of children with EHCPs should contact their child's casework officer for any further information.

## Looked after children

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

## Previously looked after children

Previously looked after children are those who were looked after, but ceased to be so because they were adopted (or became subject to a child's arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002 and children who appear to the admission authority to have been in state care outside of England prior to adoption.

Under the terms of the Children Act 1989 and under the provisions of Section 14 of the Children and Families Act 2014, which amends Section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

## Sibling

Sibling means a natural brother or sister, a step brother or sister, a half brother or sister, a legally adopted brother or sister.



### Local siblings

- Local siblings will be deemed to be those living up to a maximum of two miles from school by local authority computerised mapping; or,
- where the distance is over two miles but the school is still the nearest school;

AND

- they are full or half brother or sister; or
- they are adoptive brother or sister; or
- they are children of the same household;

AND

- the older sibling is already in attendance at the preferred school and will be in attendance in September 2023.

### Geographical considerations

Where there are more applications than places available, places will be allocated to those children living closest to the school. Distances from home to school are measured in a direct line between the address point of the child's home as held by the local authority and a central point within the main school building using the local authority's computerised mapping system.

### Home address

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

# Futura Learning Partnership

## The Meadows Primary School

The Trust is supported by South Gloucestershire Council in allocating places to The Meadows Primary School and informing families.

The Meadows Primary School has a published admission number of 30 places in reception.

Should The Meadows Primary School be over-subscribed (i.e. if there are more applications than places available), initial allocations will be made according to the following criteria. These are listed in order of priority and will be applied to all applications received by the published closing date for applications.

1. Children in public care or previously in public care.
2. Local siblings (those living within the school's area of prime responsibility (APR) and who have named the school as a preference).
3. Children of academy staff.
- 4a. Geographical considerations (those living within the school's APR).
- 4b. Geographical considerations (those living outside the school's APR).
5. Tie breaker: Where it does not prove possible to resolve allocations to an over-subscribed school by the application of criteria 1-4, any remaining places will be allocated by drawing lots.

### Notes:

1. **Children in public care\*** are those in the care of a local authority or being provided with accommodation by a local authority within the meaning of Section 22 of the Children Act 1989.

**Children previously in public care\*** are those who were looked after, but ceased to be so because they were adopted<sup>1</sup> (or became subject to a residence order<sup>2</sup> or special guardianship order<sup>3</sup>).

- \* Documentation will need to be provided to South Gloucestershire Council as proof of care status.
- 1 Under the terms of the Adoption Act 1976 and the Adoption and Children's Act 2002.
  - 2 Under the terms of the Children Act 1989 and the Children and Families Act 2014.
  - 3 Section 14A of the Children Act 1989.

2. **Local siblings:** Children are defined as local siblings if:

- they live within the APR; or,
- where there is no APR, local siblings will be deemed to be those living up to a maximum of two miles from the school by straight line measurement; or,
- where the distance is over two miles but the school is still the nearest school;

AND

- they are full or half brother or sister; or
- they are adoptive brother or sister; or
- they are children of the same household;

AND

- the sibling is already in attendance at the school and will be in attendance in September 2023 (statutory school age only).



Please note that the offer of a place at any particular school does not guarantee an offer of a place for a sibling at a later date. Different authorities will vary in the priority that they give to siblings. You will need to consult the relevant admission authority for further advice, i.e. where an admission authority serves an APR, only children who live within the APR will be afforded priority of admission under the local sibling criterion.

2. **Children of academy staff:** Children of staff where that member of staff has been employed for two or more years at the time at which the application for admission to the school is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. **Geographical considerations (for those living within the school's APR):** Priority will be given to applications from within the defined APR who live closest to the preferred school. After places have been allocated from within the APR, any remaining places will be allocated to those children living closest to the school.

Distances from home to school are measured in a straight line between the address point of the child's home and a central point building within using South Gloucestershire Council's computerised mapping system.

4. **Tie breaker:** Where it does not prove possible to resolve allocations by following criteria 1-3 lots will be drawn by a senior officer of South Gloucestershire Council who is independent of the school admissions process.

## Home address

The home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s). The school cannot accept an address of a business, relative, friend, childminder, a temporary address or an address of a house it is intended to move to. The only exceptions are for children of UK service personnel for whom special arrangements may apply. The school reserves the right to seek documentary evidence to support a claim of residence.

Where a child spends time with each parent/ carer at two different addresses, the school will ask for proof of the arrangements and will determine the appropriate address to be used in allocating a school place. In reaching this decision, evidence may be requested to show the address to which any child benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents/carers will also be considered in reaching a decision on the home address for admissions purposes.

## Children of multiple births

Where a child(ren) whose twin or sibling from a multiple birth is admitted, otherwise than as an excepted pupil, the other child(ren) will be considered under the admission criteria as exceptions to the infant class size regulations where relevant.

## Children of UK service personnel (UK armed forces)

South Gloucestershire Council recognises the particular needs of children of UK service personnel (UK armed forces). The council ensures that the needs of these children are taken into account by:



- Allocating a school place in advance if the application is accompanied by an official government letter which declares a relocation date and a unit postal address or quartering address.
- Accepting a unit postal address, or, if appropriate, a quartering area address (the address of the closest house in the relevant quartering area), for applications from service personnel in the absence of a new home postal address.
- Accepting a late application from UK service personnel as of posting has been received after the closing date and before the date of exchange of information with other admission authorities.
- Considering an application on the criterion of 'local sibling' where a family has been offered place at the preferred school and the unit postal address or quartering address is within the APR for the preferred school.
- Wherever possible, children of UK service personnel will be offered a place at the preferred local school but taking into account the admission number for the school.

### Admission of children with an education, health and care plan (EHCP) which names the school

Children with EHCPs are placed in a school through the arrangements set out in the SEN Code of Practice and not through the general school admission arrangements. Admission authorities are required by the Education Act 1996 to admit a child that names the school. Parents/carers of children with an EHCP should contact their child's casework officer for further information.

### Waiting lists

Where the school is over-subscribed in the normal admissions round and places have been refused to some applicants, a waiting list will be maintained for any vacancies which subsequently arise. The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. The list will be maintained by the Trust.



# Greenshaw Learning Trust

## Tyndale Primary School

### Admission for entry to reception, September 2023

Tyndale Primary School has a published admission number of 30 for entry into reception in September 2023.

Tyndale Primary School is part of South Gloucestershire Council's Co-ordinated Admissions Scheme. Applications for admission to reception must be made in January in the year of admission to the child's home local authority on their common application form (CAF), naming the school as a preference on the form.

The CAF must be submitted to the child's home local authority no later than 15 January.

Applications must be made by the parent. Parent refers to the person with 'parental responsibility' for the child or the child's designated carer. Where the applicant is not the natural birth parent, this should be indicated on the application form.

### Education, health and care plans (EHCPs)

Children with an EHCP that names the school will be allocated a place before other applicants are considered.

In this way, the number of places offered, as set out below will be reduced by the number of children with an EHCP that has named the school.

### Over-subscription criteria

If the school receives more applications than there are places available, the following criteria will be applied:

### Priority 1: Looked after children

Children in public care\* are those who are in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22 of the Children Act 1989) at the time of making an application to a school. In South Gloucestershire, these children are referred to as children in public care.

**Children previously in public care\*** are those who were looked after, but ceased to be so because they were adopted<sup>1</sup> (or became subject to a residence order<sup>2</sup> or special guardianship order<sup>3</sup>) including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

\* Documentation will need to be provided to South Gloucestershire Council as proof of care status:

- 1 Under the terms of the Adoption Act 1976 and the Adoption and Children's Act 2002.
- 2 Under the terms of the Children Act 1989 and the Children and Families Act 2014.
- 3 Section 14A of the Children Act 1989.

### Priority 2: Exceptional medical/social needs

Priority for children who have an exceptional social and/or medical need.

Children who have either medical or social grounds for admission to this school. This evidence must set out the particular reason why the child should attend this school rather than any other, and show that this is the only suitable school to meet their stated needs, why no other local school could meet those needs and what the difficulties would be if the child had to attend any other local school.

Parents should complete the school's social and medical form (in addition to the CAF), which can be found on the school's website [www.tyndaleprimaryschool.com](http://www.tyndaleprimaryschool.com). The form must be supported by relevant written evidence on letter headed paper from a doctor, social worker or attendance/welfare officer, and will be assessed by the Greenshaw Learning Trust's admissions committee against the criteria.

The school's social and medical form must be submitted directly to the Greenshaw Learning Trust no later than 15 January 2023 via email to [s.m@greenshawlearningtrust.co.uk](mailto:s.m@greenshawlearningtrust.co.uk) or posted to Head of Admissions, Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.

The CAF must be submitted directly to the child's home local authority no later than 15 January 2023.

Evidence submitted after the closing date will not be considered. Only in exceptional circumstances the Trust may apply discretion to consider evidence submitted after the closing date. It is therefore important that all relevant evidence is submitted at the time of application and should be submitted before the closing date to ensure full consideration.

Applications will be assessed against the evidence and determined by a committee of the board of trustees established for this purpose, with the advice of the head teacher and the Greenshaw Learning Trust head of admissions.

### Priority 3: Children of members of staff

Priority for children of members of staff of the school. Where:

- The member of staff has been employed at Tyndale Primary School for two or more consecutive years at the time at which the application for admission to the school is made; or
- The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

### Priority 4: Siblings

Priority for children who will have a sibling at the school at the time of admission.

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother or sister, or the child of the parent's partner, as well as children who are brought together as a family by a same-sex civil partnership. In every case, the child must be living in the same family unit at the same address, Monday to Friday at the time of the application.

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

Siblings in year 6 at the time of an application to start reception will not qualify as a sibling.

### Priority 5: Distance

Any remaining places will be offered based on proximity of the child's home address (as at the closing date of 15 January 2023) to the school. Distances will be measured in a straight line distance using the computerised system as specified by South Gloucestershire Council.

The address on the application must be the child's permanent place of residence. The address will normally be the parents' address. It should not be a business or carer's/childminder's address. It should also not be a relative's address unless the child lives at that address as their normal place of residence. Parents must not use a temporarily rented address to secure a school place for their child if they still possess or rent a property previously used as a home address. Nor will a temporary address be accepted if we believe that the temporary address is being used solely for the purpose of obtaining a school place when an alternative address is still available to that child.



Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received by the closing date for applications, then if the residence is not split equally between both parents the home address will be determined to be the address where the child spends the majority of the school week; if residence is split equally between both parents the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks will be conducted by the home local authority. Where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

Applicants living outside of England may only submit an application if they have a linked address within the local authority area, and documentary evidence must be supplied to show they will return to the address prior to the September of the year of entry; this address must not be an address of convenience.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, who do not currently live in the area, a unit postal address or quartering area address will be used as the home address, provided that the application is accompanied by an official letter that declares a relocation date and the address.

Applications are ranked in accordance to the home to school distance within each priority. The distance measurement used is defined within Priority 5, for distance.

### **Tie break**

Where two or more applicants share priority for a place, e.g. where two children live equidistant from the school and there is only one place remaining, the child to be offered a place will be selected by the drawing of lots. Lots will be drawn by a senior officer of the Greenshaw Learning Trust shared service who is independent of the school admissions process.

### **Deferred entry (reception)**

Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.

To request a deferred admission, parents must apply for a place during the standard application process timeline for their child's chronological age group. Parents should seek guidance on the application process from their home local authority.

Parents should contact the head teacher to discuss their request.

### **Applications for students outside of the normal age group**

Children are normally educated in school with others of their age group. However, parents may request that their child is exceptionally admitted to an age group outside of the child's actual age.

Parents may request for their child to be held back a school year (to start school in the September after their fifth birthday) if the following both apply;

- they were born in the summer (1 April to 31 August)
- Parents do not think they are ready to start school in the September after they turn 4.

The head teacher will decide whether or not the child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering in which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date in the normal way.

The request for later admission should accompany the submission of the CAF to the home local authority. This enables the application to be processed and a school place secured in the child's actual age group if the request for admission to an age group below the child's actual age is refused.

The decision will be made by a committee of the board of trustees established for this purpose, with the advice of the head teacher and the Greenshaw Learning Trust head of admissions.

### Late applications

Application forms received after the closing date will be treated as "late" applications and considered after those that are received on time.

### Notification and acceptance of offers

Notification of offers for admission to reception will be sent to parents by their home local authority. Offers are made by the home local authority on 16 April. Written acceptance of the offer of a place must be sent to the local authority to be received by the closing date as stated in the offer letter.

An offer found to have been gained fraudulently may be withdrawn. This may also be the case after the child has started at the school.

### Waiting lists

If the school is over-subscribed a waiting list will be held for reception until 31 December. Parents wishing to remain on the waiting list after 31 December should write to the school by 31 December stating their wish and providing their child's name, date of birth and the name of their current school.

The waiting list will be prioritised according to the school's over-subscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.



## In-year admissions

To apply for a place at Tyndale Primary School, other than at the specified dates of entry, parents should contact the school to obtain the in-year admission form. The form should be completed and returned directly to the school.

Where there are more applicants than places available, the school will maintain a waiting list according to the over-subscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

Positions on the waiting list may go down as well as up. This is because other children might be added to the waiting list who have a greater priority for a place against the school's admission criteria; for example, when new families move into the area or when other families who had not previously named the school as a preference, ask to go on the waiting list after the initial allocation date.

## Appeals

Parents have a statutory right of appeal against the decision not to offer a place at a school, under the School Standards & Framework Act 1998.

Appeals will be heard by an independent appeal panel established by the Greenshaw Learning Trust to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child.

Appeals for entry in September 2023 must be received by 25 May 2023 at the latest if these are to be heard by the independent appeal panel by 27 July 2023. Appeals received after 25 May 2023 where possible, will be heard by 27 July 2023; however, this will depend on the date the appeal is lodged and cannot be guaranteed.

Parents wishing to appeal must send a written request for an appeals pack to: [admissionappeals@greenshawlearningtrust.co.uk](mailto:admissionappeals@greenshawlearningtrust.co.uk) or; Head of Admissions, Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.



# Greenshaw Learning Trust

## Woodlands Primary School

### Admission for entry to reception, September 2023/24

Woodlands Primary School has a published admission number of 60 for entry into reception in September 2023.

Woodlands Primary School is part of South Gloucestershire Council's Co-ordinated Admissions Scheme. Applications for admission to reception must be made in January in the year of admission to the child's home local authority on their common application form (CAF), naming the school as a preference on the form.

The CAF must be submitted to the child's home local authority no later than 15 January 2023.

Applications must be made by the parent. Parent refers to the person with 'parental responsibility' for the child or the child's designated carer. Where the applicant is not the natural birth parent, this should be indicated on the application form.

### Education, health and care plans (EHCPs)

Children with an EHCP that names the school will be allocated a place before other applicants are considered.

In this way, the number of places offered, as set out below will be reduced by the number of children with an EHCP that has named the school.

### Over-subscription

If the school receives more applications than there are places available, the following criteria will be applied;

### Priority 1: Looked after children

**Children in public care\*** are those who are in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22 of the Children Act 1989) at the time of making an application to a school. In South Gloucestershire, these children are referred to as children in public care.

**Children previously in public care\*** are those who were looked after, but ceased to be so because they were adopted<sup>1</sup> (or became subject to a residence order<sup>2</sup> or special guardianship order<sup>3</sup>) including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

\* Documentation will need to be provided to South Gloucestershire Council as proof of care status:

- 1 Under the terms of the Adoption Act 1976 and the Adoption and Children's Act 2002.
- 2 Under the terms of the Children Act 1989 and the Children and Families Act 2014.
- 3 Section 14A of the Children Act 1989.

### Priority 2: Exceptional/medical/social needs

Priority for children who have an exceptional social and/or medical need.

Children who have either medical or social grounds for admission to this school. This evidence must set out the particular reason why the child should attend this school rather than any other, and show that this is the only suitable school to meet their stated needs, why no other local school could meet those needs and what the difficulties would be if the child had to attend any other local school.



Parents should complete the school's social and medical form (in addition to the CAF), which can be found on the school's website [www.woodlandsprimary.co.uk](http://www.woodlandsprimary.co.uk). The form must be supported by relevant written evidence on letter headed paper from a doctor, social worker or attendance/welfare officer, and will be assessed by the Greenshaw Learning Trust's admissions committee against the criteria.

The social and medical supplementary form must be submitted directly to the Greenshaw Learning Trust no later than 15 January 2023, via email to [s.m@greenshawlearningtrust.co.uk](mailto:s.m@greenshawlearningtrust.co.uk) or posted to Head of Admissions, Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.

The CAF must be submitted directly to the child's home local authority no later than 15 January 2023.

Evidence submitted after the closing date will not be considered. Only in exceptional circumstances the Trust may apply discretion to consider evidence submitted after the closing date. It is therefore important that all relevant evidence is submitted at the time of application and should be submitted before the closing date to ensure full consideration.

Applications will be assessed against the evidence and determined by a Committee of the Board of Trustees established for this purpose, with the advice of the head teacher and the Greenshaw Learning Trust head of admissions.

### Priority 3: Children of members of staff

Priority for children of members of staff of the school. Where:

- The member of staff has been employed at Woodlands Primary School for two or more consecutive years at the time at which the application for admission to the school is made; or
- The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

### Priority 4: Siblings

Priority for children who will have a sibling at the school at the time of admission.

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother or sister, or the child of the parent's partner, as well as children who are brought together as a family by a same-sex civil partnership. In every case, the child must be living in the same family unit at the same address, Monday to Friday, at the time of the application.

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

Siblings in year 6 at the time of an application to start reception will not qualify as a sibling.

### Priority 5: Distance

Any remaining places will be offered based on proximity of the child's home address (as at the closing date of 15 January 2023) to the school. Distances will be measured in a straight line using the computerised system as specified by South Gloucestershire Council.

The address on the application must be the child's permanent place of residence. The address will normally be the parents' address. It should not be a business or carer's/childminder's address. It should also not be a relative's address unless the child lives at that address as their normal place of residence. Parents must not use a temporarily rented address to secure a school place for their child if they still possess or rent a property previously used as a home address. Nor will a temporary address be accepted if we believe that the temporary address is being used solely for the purpose of obtaining a school place when an alternative address is still available to that child.

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received by the closing date for applications, then if the residence is not split equally between both parents the home address will be determined to be the address where the child spends the majority of the school week; if residence is split equally between both parents the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks will be conducted by the home local authority. Where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

Applicants living outside of England may only submit an application if they have a linked address within the local authority area, and documentary evidence must be supplied to show they will return to the address prior to the September of the year of entry; this address must not be an address of convenience.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, who do not currently live in the area, a unit postal address or quartering area address will be used as the home address, provided that the application is accompanied by an official letter that declares a relocation date and the address.

Applications are ranked in accordance to the home to school distance within each priority. The distance measurement used is defined within Priority 5, for distance.

### **Tie break**

Where two or more applicants share priority for a place, e.g. where two children live equidistant from the school and there is only one place remaining, the child to be offered a place will be selected by the drawing of lots. Lots will be drawn by a senior officer of the Greenshaw Learning Trust shared service who is independent of the school's admissions process.

### **Deferred entry (reception)**

Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.

To request a deferred admission, parents must apply for a place during the standard application process timeline for their child's chronological age group. Parents should seek guidance on the application process from their home local authority.

Parents should contact the head teacher to discuss their request.

### **Applications for students outside of the normal age group**

Children are normally educated in school with others of their age group. However, parents may request that their child is exceptionally admitted to an age group outside of the child's actual age.

Parents may request for their child to be held back a school year (to start school in the September after their fifth birthday) if the following both apply:

- they were born in the summer (1 April to 31 August);
- Parents do not think they are ready to start school in the September after they turn 4.



The head teacher will decide whether or not the child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering in which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date in the normal way.

The request for later admission should accompany the submission of the CAF to the home local authority. This enables the application to be processed and a school place secured in the child's actual age group if the request for admission to an age group below the child's actual age is refused.

The decision will be made by a committee of the board of trustees established for this purpose, with the advice of the head teacher and the Greenshaw Learning Trust head of admissions.

## Late applications

Application forms received after the closing date will be treated as "late" applications and considered after those that are received on time.

## Notification and acceptance of offers

Notification of offers for admission to reception will be sent to parents by their home local authority. Offers are made by the home local authority on 16 April. Written acceptance of the offer of a place must be sent to the local authority to be received by the closing date as stated in the offer letter.

An offer found to have been gained fraudulently may be withdrawn. This may also be the case after the child has started at the school.

## Waiting lists

If the school is over-subscribed a waiting list will be held for reception until 31 December.

Parents wishing to remain on the waiting list after 31 December should write to the school by 31 December stating their wish and providing their child's name, date of birth and the name of their current school.

The waiting list will be prioritised according to the school's over-subscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

## In-year admissions

To apply for a place at Woodlands Primary School, other than at the specified dates of entry, parents should contact the school to obtain the in-year admission form. The form should be completed and returned directly to the school.

Where there are more applicants than places available, the school will maintain a waiting list according to the over-subscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

Positions on the waiting list may go down as well as up. This is because other children might be added to the waiting list who have a greater priority for a place against the school's admission criteria; for example, when new families move into the area or when other families who had not previously named the school as a preference, ask to go on the waiting list after the initial allocation date.

## Appeals

Parents have a statutory right of appeal against the decision not to offer a place at the school, under the School Standards & Framework Act 1998.

Appeals will be heard by an independent appeal panel established by the Greenshaw Learning Trust to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child.

Appeals for entry in September 2023 must be received by 25 May 2023 at the latest if these are to be heard by the independent appeal panel by 27 July 2023. Appeals received after 25 May 2023 where possible, will be heard by 27 July 2023; however, this will depend on the date the appeal is lodged and cannot be guaranteed.

Parents wishing to appeal must send a written request for an appeals pack to [admissionappeals@greenshawlearningtrust.co.uk](mailto:admissionappeals@greenshawlearningtrust.co.uk) or Head of Admissions, Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.



# Olympus Academy Trust

## Bradley Stoke Community School (Primary Phase)

### Purpose of the policy

The purpose of this policy is to make the admissions process to Bradley Stoke Community School Primary Phase ("the school") clear and open. Applicants are also encouraged to read the school's prospectus, to visit the School's website and to attend open days/evenings.

The Trust adheres to the statutory requirements and the principles expressed in the School Admissions Code (DfE September 2021). The admission arrangements will be determined by 28 February each year and published on the school's website by 15 March.

### Children with education, health and care plans (EHCPs)

Children with EHCPs are admitted through different arrangements set out in the SEN and Disability Code of Practice managed by their home Local Authority (LA), and not under the school's admission arrangements. Children allocated in the bulk September intake under the SEN and Disability Code of Practice will reduce the number of places available to offer. Children allocated at other times will be admitted even if this causes a breach of the published admission number (PAN).

### Children of multiple births

Where a child who qualifies for a place is a child of multiple birth (more than one child from a single pregnancy), numbers will be breached to enable all children of the same birth to attend the same school.

### Children of UK service personnel (UK armed forces)

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the Trust will accept applications and consider them against the over-subscription criteria in advance of the family arriving in the area provided the application is accompanied by an official letter confirming the relocation date and planned address.

### Home address

The child's home address will be the residential (not business) address at which the child lives with a parent (as defined in this policy) and sleeps for more than 50% of the time during term time.

It will usually be the address at which the child is registered with their GP, dentist and/or optician, and at which child benefit and other child related benefits are claimed, if eligible. The Trust reserves the right to request documentary evidence of the child's home address, and a panel of trustees will determine the appropriate address to be used in ranking the application for a place at the school.

For clarity, the Trust cannot accept:

- a temporary address.
- the address of a business, relative, friend, or childminder, unless they meet the definition of 'parent' as defined above.
- the address of a house it is intended to move to.
- a property which has been acquired or leased solely to use the address on the application form without any intention of taking up permanent residence there.



If an offer is made on the basis of an address or evidence provided which is later proved to be fraudulent or intentionally misleading, the Trust reserves the right to withdraw the place up to the end of term 2.

### Nursery

If in future the school opens nursery provision, separate arrangements will apply.

### Compulsory school age (CSA) for primary phase children

Legally, children do not have to be in full time education until the term following their fifth birthday. Where an applicant to reception is below CSA, parent(s) have the right to defer their entry:

- until later in the academic year or until the term in which the child reaches CSA, or
- that their child takes up the place part-time until the child reaches CSA, or
- a combination of the above.

Children reaching the age of 5 between:	Can defer until:	And will join the:
1 September – 31 December 2023	1 January 2024	Reception class
1 January – 31 March 2024	31 March 2024	Reception class

Children reaching the age of 5 between 1 April and 31 August 2024 may defer their entry until September 2024 but a new application will have to be made to join year 1 and places may not be available. Alternatively, they may request delayed entry into the September 2024 reception class.

However, children are normally admitted to school in the September following their fourth birthday.

### Education outside of normal age group

Parents may apply for a place outside of their child's normal age group. A panel of trustees will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

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

Please note this is not an exhaustive list, and every case will be considered individually.

Where the panel of trustees agrees to the request, the application will be processed with all the other on-time applications, applying the usual over-subscription criteria, unless the parental request is made too late for this to be possible.

For the avoidance of doubt, where the Trust indicates willingness to accept an application from a child placed out of year group, this will not guarantee a place at the school, as any application will have to be made with the admissions round for the year in which the child is starting school and will be considered against the published admission criteria.

Where a place is refused out of year group, but a place is offered in the correct chronological year group, there will be no right of appeal.



Children placed in a year group below their chronological age will reach statutory school leaving age before completing key stage 4 courses. Parents will be expected to support their child's continuing school attendance beyond the statutory school leaving date in order to ensure completion of key stage 4.

### In-year transfer

Parents who wish to obtain a place at the school other than at the bulk September intake, should apply directly to the Trust Admissions Officer. Parents will have a decision about allocating a place within 10 school days.

If a place is available, it will be offered in line with the admission arrangements.

Where there is no place available within the PAN for the relevant year group, the application will be refused. The applicant will be given the opportunity to join the waiting list and/or appeal. Parents will also be informed about places available at other suitable Trust school(s).

### Bulk September applications

Applications should be made to the child's home LA on the co-ordinated admissions form. Allocations will be made up to the PAN. If the school is over-subscribed, allocations will be made according to the over-subscription criteria.

### Published admission number (PAN)

The school is an all-through school. The reception class has a PAN of 30. The Trust is supported by the LA in allocating places into reception.

### Infant class sizes

Infant classes (those where the majority of children will reach the age of 5, 6, or 7 during the school year) with one teacher must not contain more than 30 pupils. Additional children may only be admitted under the limited exceptional circumstances listed in the Admissions Code 2014.

List of exceptions:

- a) children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school who spend a minority of their time in the mainstream class.

### Waiting lists

Where the school is oversubscribed and places have been refused to some applicants, a waiting list will be maintained by the Trust for any vacancies which subsequently arise. The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. Parents will be contacted once a year to check whether they wish their child to remain on the list. It is the parent's responsibility to notify the Trust's Admissions Officer of any change in address or contact details.

## Appeals

Where an application is refused, parents have a right to appeal to an independent panel. If parents wish to appeal they must complete and return the appeals form directly to the Trust's Admissions Officer. An independent appeals panel will be convened at which both the parents and the Trust will present their cases. Where a place is refused out of year group, but a place is offered in the correct chronological year group, there will be no right of appeal. Repeat appeals for the same school year will not be considered unless there is a significant and material change in circumstances.

## Over-subscription criteria

If the school is over-subscribed (i.e. if there are more applications than places available), allocations will be made according to the criteria below. These are listed in order of priority and will be applied to all bulk applications for the school received by the published closing date.

- a) Looked after and previously looked after children.
- b) Children living in the Area of Prime Responsibility (APR), with a sibling already at the school who will still be on roll at the date of admission.
- c) All other children living within the APR.
- d) Children living outside the APR with a sibling already at the school who will still be on roll at the date of admission.
- e) All other children.

Where the number of places available will be exhausted within any of the categories above, the priority of applications will be decided by geography, and priority will be given to those children who live closest to the school. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school building using the LA's computerised mapping system.

If it does not prove possible to resolve the priority using distance, the remaining places will be allocated by random lottery, in front of an independent witness.

These over-subscription criteria will also be applied to all in-year applicants to any year group.

A full version of the admission policy for Bradley Stoke Community School (Primary Phase) is available at [www.olympustrust.co.uk/about-olympus/admissions/](http://www.olympustrust.co.uk/about-olympus/admissions/)



# Olympus Academy Trust

## Callicroft Primary Academy

### Purpose of the policy

The purpose of this policy is to make the admissions process to Callicroft Primary Academy ("the school") clear and open. Applicants are also encouraged to read the school's prospectus, to visit the school's website and to attend open days/evenings.

### Children with education, health and care plans (EHCPs)

Children with EHCPs are admitted through different arrangements set out in the SEN and Disability Code of Practice managed by their home Local Authority (LA), and not under the school's admission arrangements. Children allocated in the bulk September intake under the SEN and Disability Code of Practice will reduce the number of places available to offer. Children allocated at other times will be admitted even if this causes a breach of the published admission number (PAN).

### Children of multiple births

Where a child who qualifies for a place is a child of multiple birth (more than one child from a single pregnancy), numbers will be breached to enable all children of the same birth to attend the same school.

### Children of UK service personnel

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the Trust will accept applications and consider them against the over-subscription criteria in advance of the family arriving in the area provided the application is accompanied by an official letter confirming the relocation date and planned address.

### Home address

The child's home address will be the residential (not business) address at which the child lives with a parent (as defined in this policy) and sleeps for more than 50% of the time during term time.

It will usually be the address at which the child is registered with their GP, dentist and/or optician, and at which child benefit and other child related benefits are claimed, if eligible. The Trust reserves the right to request documentary evidence of the child's home address, and a panel of trustees will determine the appropriate address to be used in ranking the application for a place at the school.

For clarity, the Trust cannot accept:

- a temporary address.
- the address of a business, relative, friend, or childminder, unless they meet the definition of 'parent' as defined above.
- the address of a house it is intended to move to.
- a property which has been acquired or leased solely to use the address on the application form without any intention of taking up permanent residence there.

If an offer is made on the basis of an address or evidence provided which is later proved to be fraudulent or intentionally misleading, the Trust reserves the right to withdraw the place up to the end of term 2.

## Nursery

If in future the school opens nursery provision, separate arrangements will apply.

## Compulsory school age (CSA) for primary phase children

Legally, children do not have to be in full time education until the term following their fifth birthday. Where an applicant to reception is below CSA, parent(s) have the right to defer their entry:

- until later in the academic year or until the term in which the child reaches CSA, or
- that their child takes up the place part-time until the child reaches CSA, or
- a combination of the above.

Children reaching the age of 5 between:	Can defer until:	And will join the:
1 September – 31 December 2023	1 January 2024	Reception class
1 January – 31 March 2024	31 March 2024	Reception class

Children reaching the age of 5 between 1 April and 31 August 2024 may defer their entry until September 2024 but a new application will have to be made to join year 1 and places may not be available. Alternatively, they may request delayed entry into the September 2024 reception class.

However, children are normally admitted to school in the September following their fourth birthday.

## Education outside of normal age group

Parents may apply for a place outside of their child's normal age group. A panel of trustees will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

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

Please note this is not an exhaustive list, and every case will be considered individually. Where the panel of trustees agrees to the request, the application will be processed with all the other on-time applications, applying the usual over-subscription criteria, unless the parental request is made too late for this to be possible.

For the avoidance of doubt, where the Trust indicates willingness to accept an application from a child placed out of year group, this will not guarantee a place at the school, as any application will have to be made with the admissions round for the year in which the child is starting school and will be considered against the published admission criteria.

Where a place is refused out of year group, but a place is offered in the correct chronological year group, there will be no right of appeal.



Children placed in a year group below their chronological age will reach statutory school leaving age before completing key stage 4 courses. Parents will be expected to support their child's continuing school attendance beyond the statutory school leaving date in order to ensure completion of key stage 4.

### In-year transfer

Parents who wish to obtain a place at the school other than at the bulk September intake, should apply directly to the Trust Admissions Officer. Parents will have a decision about allocating a place within 10 school days. If a place is available, it will be offered in line with the admission arrangements. Where there is no place available within the PAN for the relevant year group, the application will be refused. The applicant will be given the opportunity to join the waiting list and/or appeal. Parents will also be informed about places available at other suitable Trust school(s).

### Bulk September applications

Applications should be made to the child's home LA on the co-ordinated admissions form. Allocations will be made up to the PAN. If the school is over-subscribed, allocations will be made according to the over-subscription criteria.

### Published admission number

The school has a PAN of 60. The Trust is supported by the LA in allocating places into reception.

### Infant class sizes

Infant classes (those where the majority of children will reach the age of 5, 6, or 7 during the school year) with one teacher must not contain more than 30 pupils. Additional children may only be admitted under the limited exceptional circumstances listed in the Admissions Code 2014.

### List of exceptions:

- children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;
- looked after children and previously looked after children admitted outside the normal admissions round;
- children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- children admitted after an independent appeals panel upholds an appeal;
- children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- children of UK service personnel admitted outside the normal admissions round;
- children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- children with special educational needs who are normally taught in a special educational needs unit attached to the school who spend a minority of their time in the mainstream class.

### Waiting lists

Where the school is over-subscribed and places have been refused to some applicants, a waiting list will be maintained by the Trust for any vacancies which subsequently arise. The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. Parents will be contacted once a year to check whether they wish their child to remain on the list. It is the parent's responsibility to notify the Trust's Admissions Officer of any change in address or contact details.



## Appeals

Where an application is refused, parents have a right to appeal to an independent panel. If parents wish to appeal they must complete and return the appeals form directly to the Trust's Admissions Officer. An independent appeals panel will be convened at which both the parents and the Trust will present their cases. Where a place is refused out of year group, but a place is offered in the correct chronological year group, there will be no right of appeal. Repeat appeals for the same school year will not be considered unless there is a significant and material change in circumstances.

## Over-subscription criteria

If the school is over-subscribed (i.e. if there are more applications than places available), initial allocations will be made according to the criteria below. These are listed in order of priority and will be applied to all applications for the school received by the published closing date for applications.

- a) Looked after and previously looked after children.
- b) Children living within three miles of the school, with a sibling already at the school, who will still be on roll at the date of admission.
- c) All other children.

Where the number of places available will be exhausted within any of the categories above, the priority of applications will be decided by geography, and priority will be given to those children who live closest to the school. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school building using the LA's computerised mapping system.

If it does not prove possible to resolve the priority using distance, the remaining places will be allocated by random lottery, in front of an independent witness.

A full version of the admission policy for Callicroft Primary Academy is available at [www.olympustrust.co.uk/about-olympus/admissions/](http://www.olympustrust.co.uk/about-olympus/admissions/)



# Olympus Academy Trust

## Charborough Road Primary School

### Purpose of the policy

The purpose of this policy is to make the admissions process to Charborough Road Primary School ("the school") clear and open. Applicants are also encouraged to read the school's prospectus, to visit the school's website and to attend open days/evenings.

The Trust adheres to the statutory requirements and the principles expressed in the School Admissions Code (DfE September 2021). The admission arrangements will be determined by 28 February each year and published on the school's website by 15 March.

### Children with education, health and care plans (EHCPs)

Children with EHCPs are admitted through different arrangements set out in the SEN and Disability Code of Practice managed by their home Local Authority (LA), and not under the school's admission arrangements. Children allocated in the bulk September intake under the SEN and Disability Code of Practice will reduce the number of places available to offer. Children allocated at other times will be admitted even if this causes a breach of the published admission number (PAN).

### Children of multiple births

Where a child who qualifies for a place is a child of multiple birth (more than one child from a single pregnancy), numbers will be breached to enable all children of the same birth to attend the same school.

### Children of UK service personnel

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the Trust will accept applications and consider them against the over-subscription criteria in advance of the family arriving in the area provided the application is accompanied by an official letter confirming the relocation date and planned address.

### Home address

The child's home address will be the residential (not business) address at which the child lives with a parent (as defined in this policy) and sleeps for more than 50% of the time during term time.

It will usually be the address at which the child is registered with their GP, dentist and/or optician, and at which child benefit and other child related benefits are claimed, if eligible. The Trust reserves the right to request documentary evidence of the child's home address, and a panel of trustees will determine the appropriate address to be used in ranking the application for a place at the school.

### For clarity, the Trust cannot accept:

- a temporary address.
- the address of a business, relative, friend, or childminder, unless they meet the definition of 'parent' as defined above.
- the address of a house it is intended to move to.
- a property which has been acquired or leased solely to use the address on the application form without any intention of taking up permanent residence there.

If an offer is made on the basis of an address or evidence provided which is later proved to be fraudulent or intentionally misleading, the Trust reserves the right to withdraw the place up to the end of term 2.

## Nursery

Separate admission arrangements apply to the nursery at Charborough Road, and a place at the nursery will not guarantee a place at the school.

Compulsory school age (CSA) for primary phase children

Legally, children do not have to be in full time education until the term following their fifth birthday. Where an applicant to reception is below CSA, parent(s) have the right to defer their entry:

- until later in the academic year or until the term in which the child reaches CSA, or
- that their child takes up the place part-time until the child reaches CSA, or
- a combination of the above.

Children reaching the age of 5 between:	Can defer until:	And will join the:
1 September – 31 December 2023	1 January 2024	Reception class
1 January – 31 March 2024	31 March 2024	Reception class

Children reaching the age of 5 between 1 April and 31 August 2024 may defer their entry until September 2024 but a new application will have to be made to join year 1 and places may not be available. Alternatively, they may request delayed entry into the September 2024 reception class.

However, children are normally admitted to school in the September following their fourth birthday.

## Education outside of normal age group

Parents may apply for a place outside of their child's normal age group. A panel of trustees will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

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

Please note this is not an exhaustive list, and every case will be considered individually.

Where the panel of trustees agrees to the request, the application will be processed with all the other on-time applications, applying the usual over-subscription criteria, unless the parental request is made too late for this to be possible.

For the avoidance of doubt, where the Trust indicates willingness to accept an application from a child placed out of year group, this will not guarantee a place at the school, as any application will have to be made with the admissions round for the year in which the child is starting school and will be considered against the published admission criteria.

Where a place is refused out of year group, but a place is offered in the correct chronological year group, there will be no right of appeal.



Children placed in a year group below their chronological age will reach statutory school leaving age before completing key stage 4 courses. Parents will be expected to support their child's continuing school attendance beyond the statutory school leaving date in order to ensure completion of key stage 4.

### In-year transfer

Parents who wish to obtain a place at the school other than at the bulk September intake, should apply directly to the Trust Admissions Officer. Parents will have a decision about allocating a place within 10 school days.

If a place is available, it will be offered in line with the admission arrangements.

Where there is no place available within the PAN for the relevant year group, the application will be refused. The applicant will be given the opportunity to join the waiting list and/or appeal. Parents will also be informed about places available at other suitable Trust school(s).

### Bulk September applications

Applications should be made to the child's home LA on the co-ordinated admissions form. Allocations will be made up to the PAN. If the school is over-subscribed, allocations will be made according to the over-subscription criteria.

Children attending the nursery at the school do not have the automatic right of a place in reception. Parents must apply in the usual way and places will be allocated based on the over-subscription criteria.

### Published admission number (PAN)

The school has a total PAN of 35 which includes any children allocated to the resource base. Up to 20 places across reception to year 6 are set aside for students allocated to the resource base by the LA. The Trust is supported by the LA in allocating places into reception.

### Infant class sizes

Infant classes (those where the majority of children will reach the age of 5, 6, or 7 during the school year) with one teacher must not contain more than 30 pupils. Additional children may only be admitted under the limited exceptional circumstances listed in the Admissions Code 2014.

List of exceptions:

- a) children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school who spend a minority of their time in the mainstream class.

## Waiting lists

Where the school is over-subscribed and places have been refused to some applicants, a waiting list will be maintained by the Trust for any vacancies which subsequently arise. The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. Parents will be contacted once a year to check whether they wish their child to remain on the list. It is the parent's responsibility to notify the Trust's Admissions Officer of any change in address or contact details.

## Appeals

Where an application is refused, parents have a right to appeal to an independent panel. If parents wish to appeal they must complete and return the appeals form directly to the Trust's Admissions Officer. An independent appeals panel will be convened at which both the parents and the Trust will present their cases. Where a place is refused out of year group, but a place is offered in the correct chronological year group, there will be no right of appeal. Repeat appeals for the same school year will not be considered unless there is a significant and material change in circumstances.

## Over-subscription criteria

If the school is over-subscribed (i.e. if there are more applications than places available), initial allocations will be made according to the criteria below. These are listed in order of priority and will be applied to all applications for the school received by the published closing date for applications.

- a) Looked after and previously looked after children.
- b) Children living in the Area of Prime Responsibility (APR) with a sibling already at the school who will still be on roll at the date of admission.
- c) All other children living within the APR.
- d) Children living outside the APR with a sibling already at the school who will still be on roll at the date of admission.
- e) All other children.

Where the number of places available will be exhausted within any of the categories above, the priority of applications will be decided by geography, and priority will be given to those children who live closest to the school. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school building using the LA's computerised mapping system.

If it does not prove possible to resolve the priority using distance, the remaining places will be allocated by random lottery, in front of an independent witness.

A full version of the admission policy for Charborough Road Primary School is available at [www.olympustrust.co.uk/about-olympus/admissions/](http://www.olympustrust.co.uk/about-olympus/admissions/)



# Olympus Academy Trust

## Filton Hill Primary School

### Purpose of the policy

The purpose of this policy is to make the admissions process to Filton Hill Primary School ("the school") clear and open. Applicants are also encouraged to read the school's prospectus, to visit the school's website and to attend open days/evenings.

The Trust adheres to the statutory requirements and the principles expressed in the School Admissions Code (DfE September 2021). The admission arrangements will be determined by 28 February each year and published on the school's website by 15 March.

### Children with education, health and care plans (EHCPs)

Children with EHCPs are admitted through different arrangements set out in the SEN and Disability Code of Practice managed by their home Local Authority (LA), and not under the school's admission arrangements. Children allocated in the bulk September intake under the SEN and Disability Code of Practice will reduce the number of places available to offer. Children allocated at other times will be admitted even if this causes a breach of the published admission number (PAN).

### Children of multiple births

Where a child who qualifies for a place is a child of multiple birth (more than one child from a single pregnancy), numbers will be breached to enable all children of the same birth to attend the same school.

### Children of UK service personnel

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the Trust will accept applications and consider them against the over-subscription criteria in advance of the family arriving in the area provided the application is accompanied by an official letter confirming the relocation date and planned address.

### Home address

The child's home address will be the residential (not business) address at which the child lives with a parent (as defined in this policy) and sleeps for more than 50% of their time during term time.

It will usually be the address at which the child is registered with their GP, dentist and/or optician, and at which child benefit and other child related benefits are claimed, if eligible. The Trust reserves the right to request documentary evidence of the child's home address, and a panel of trustees will determine the appropriate address to be used in ranking the application for a place at the school.

For clarity, the Trust cannot accept:

- a temporary address.
- the address of a business, relative, friend, or childminder, unless they meet the definition of 'parent' as defined above.
- the address of a house it is intended to move to.
- a property which has been acquired or leased solely to use the address on the application form without any intention of taking up permanent residence there.

If an offer is made on the basis of an address or evidence provided which is later proved to be fraudulent or intentionally misleading, the Trust reserves the right to withdraw the place up to the end of term 2.



## Nursery

If in future the school opens nursery provision, separate arrangements will apply.

Compulsory school age (CSA) for primary phase children

Legally, children do not have to be in full time education until the term following their fifth birthday. Where an applicant to reception is below CSA, parent(s) have the right to defer their entry:

- until later in the academic year or until the term in which the child reaches CSA, or
- that their child takes up the place part-time until the child reaches CSA, or
- a combination of the above.

Children reaching the age of 5 between:	Can defer until:	And will join the:
1 September – 31 December 2023	1 January 2024	Reception class
1 January – 31 March 2024	31 March 2024	Reception class

Children reaching the age of 5 between 1 April and 31 August 2024 may defer their entry until September 2024 but a new application will have to be made to join year 1 and places may not be available. Alternatively, they may request delayed entry into the September 2024 reception class.

However, children are normally admitted to school in the September following their fourth birthday.

## Education outside of normal age group

Parents may apply for a place outside of their child's normal age group. A panel of trustees will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

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

Please note this is not an exhaustive list, and every case will be considered individually.

Where the panel of trustees agrees to the request, the application will be processed with all the other on-time applications, applying the usual over-subscription criteria, unless the parental request is made too late for this to be possible.

For the avoidance of doubt, where the Trust indicates willingness to accept an application from a child placed out of year group, this will not guarantee a place at the school, as any application will have to be made with the admissions round for the year in which the child is starting school and will be considered against the published admission criteria.

Where a place is refused out of year group, but a place is offered in the correct chronological year group, there will be no right of appeal.



Children placed in a year group below their chronological age will reach statutory school leaving age before completing key stage 4 courses. Parents will be expected to support their child's continuing school attendance beyond the statutory school leaving date in order to ensure completion of key stage 4.

### In-year transfer

Parents who wish to obtain a place at the school other than at the bulk September intake, should apply directly to the Trust Admissions Officer. Parents will have a decision about allocating a place within 10 school days.

If a place is available, it will be offered in line with the admission arrangements.

Where there is no place available within the PAN for the relevant year group, the application will be refused. The applicant will be given the opportunity to join the waiting list and/or appeal. Parents will also be informed about places available at other suitable Trust school(s).

### Bulk September applications

Applications should be made to the child's home LA on the co-ordinated admissions form. Allocations will be made up to the PAN. If the school is over-subscribed, allocations will be made according to the over-subscription criteria.

### Published admission number

The school has a PAN of 30. The Trust is supported by the LA in allocating places into reception.

### Infant class sizes

Infant classes (those where the majority of children will reach the age of 5, 6, or 7 during the school year) with one teacher must not contain more than 30 pupils. Additional children may only be admitted under the limited exceptional circumstances listed in the Admissions Code 2014.

List of exceptions:

- a) children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school who spend a minority of their time in the mainstream class.

### Waiting lists

Where the school is over-subscribed and places have been refused to some applicants, a waiting list will be maintained by the Trust for any vacancies which subsequently arise. The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. Parents will be contacted once a year to check whether they wish their child to remain on the list. It is the parent's responsibility to notify the Trust's Admissions Officer of any change in address or contact details.

## Appeals

Where an application is refused, parents have a right to appeal to an independent panel. If parents wish to appeal they must complete and return the appeals form directly to the Trust's Admissions Officer. An independent appeals panel will be convened at which both the parents and the Trust will present their cases. Where a place is refused out of year group, but a place is offered in the correct chronological year group, there will be no right of appeal. Repeat appeals for the same school year will not be considered unless there is a significant and material change in circumstances.

## Over-subscription criteria

If the school is over-subscribed (i.e. if there are more applications than places available), initial allocations will be made according to the criteria below. These are listed in order of priority and will be applied to all applications for the school received by the published closing date for applications.

- a) Looked after and previously looked after children.
- b) Children living in the Area of Prime Responsibility (APR) with a sibling already at the school who will still be on roll at the date of admission.
- c) All other children living within the APR.
- d) Children living outside the APR with a sibling already at the school who will still be on roll at the date of admission.
- e) All other children.

Where the number of places available will be exhausted within any of the categories above, the priority of applications will be decided by geography, and priority will be given to those children who live closest to the school. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school building using the LA's computerised mapping system.

If it does not prove possible to resolve the priority using distance, the remaining places will be allocated by random lottery, in front of an independent witness.

A full version of the admission policy for Filton Hill Primary School is available at [www.olympustrust.co.uk/about-olympus/admissions/](http://www.olympustrust.co.uk/about-olympus/admissions/)



# Olympus Academy Trust

## Meadowbrook Primary School

### Purpose of the policy

The purpose of this policy is to make the admissions process to Meadowbrook Primary School ("the school") clear and open. Applicants are also encouraged to read the school's prospectus, to visit the school's website and to attend open days/evenings.

The Trust adheres to the statutory requirements and the principles expressed in the School Admissions Code (DfE September 2021). The admission arrangements will be determined by 28 February each year and published on the school's website by 15 March.

### Children with education, health and care plans (EHCPs)

Children with EHCPs are admitted through different arrangements set out in the SEN and Disability Code of Practice managed by their home Local Authority (LA), and not under the School's admission arrangements. Children allocated in the bulk September intake under the SEN and Disability Code of Practice will reduce the number of places available to offer. Children allocated at other times will be admitted even if this causes a breach of the published admission number (PAN).

### Children of multiple births

Where a child who qualifies for a place is a child of multiple birth (more than one child from a single pregnancy), numbers will be breached to enable all children of the same birth to attend the same school.

### Children of UK service personnel

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the Trust will accept applications and consider them against the over-subscription criteria in advance of the family arriving in the area provided the application is accompanied by an official letter confirming the relocation date and planned address.

### Home address

The child's home address will be the residential (not business) address at which the child lives with a parent (as defined in this policy) and sleeps for more than 50% of the time during term time.

It will usually be the address at which the child is registered with their GP, dentist and/or optician, and at which child benefit and other child related benefits are claimed, if eligible. The Trust reserves the right to request documentary evidence of the child's home address, and a panel of trustees will determine the appropriate address to be used in ranking the application for a place at the school.

For clarity, the Trust cannot accept:

- a temporary address.
- the address of a business, relative, friend, or childminder, unless they meet the definition of 'parent' as defined above.
- the address of a house it is intended to move to.
- a property which has been acquired or leased solely to use the address on the application form without any intention of taking up permanent residence there.

If an offer is made on the basis of an address or evidence provided which is later proved to be fraudulent or intentionally misleading, the Trust reserves the right to withdraw the place up to the end of term 2.

## Nursery

If in future the school opens nursery provision, separate arrangements will apply.

Compulsory school age (CSA) for primary phase children

Legally, children do not have to be in full time education until the term following their fifth birthday. Where an applicant to reception is below CSA, parent(s) have the right to defer their entry:

- until later in the academic year or until the term in which the child reaches CSA, or
- that their child takes up the place part-time until the child reaches CSA, or
- a combination of the above.

Children reaching the age of 5 between:	Can defer until:	And will join the:
1 September – 31 December 2023	1 January 2024	Reception class
1 January – 31 March 2024	31 March 2024	Reception class

Children reaching the age of 5 between 1 April and 31 August 2024 may defer their entry until September 2024 but a new application will have to be made to join year 1 and places may not be available. Alternatively, they may request delayed entry into the September 2024 reception class.

However, children are normally admitted to school in the September following their fourth birthday.

## Education outside of normal age group

Parents may apply for a place outside of their child's normal age group. A panel of trustees will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

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

Please note this is not an exhaustive list, and every case will be considered individually.

Where the panel of trustees agrees to the request, the application will be processed with all the other on-time applications, applying the usual over-subscription criteria, unless the parental request is made too late for this to be possible.

For the avoidance of doubt, where the Trust indicates willingness to accept an application from a child placed out of year group, this will not guarantee a place at the school, as any application will have to be made with the admissions round for the year in which the child is starting school and will be considered against the published admission criteria.

Where a place is refused out of year group, but a place is offered in the correct chronological year group, there will be no right of appeal.



Children placed in a year group below their chronological age will reach statutory school leaving age before completing key stage 4 courses. Parents will be expected to support their child's continuing school attendance beyond the statutory school leaving date in order to ensure completion of key stage 4.

### In-year transfer

Parents who wish to obtain a place at the school other than at the bulk September intake, should apply directly to the Trust Admissions Officer. Parents will have a decision about allocating a place within 10 school days.

If a place is available, it will be offered in line with the admission arrangements.

Where there is no place available within the PAN for the relevant year group, the application will be refused. The applicant will be given the opportunity to join the waiting list and/or appeal. Parents will also be informed about places available at other suitable Trust school(s).

### Bulk September applications

Applications should be made to the child's home LA on the co-ordinated admissions form. Allocations will be made up to the PAN. If the school is over-subscribed, allocations will be made according to the over-subscription criteria.

### Published admission number (PAN)

The school has a PAN of 60. The Trust is supported by the LA in allocating places into reception.

### Infant class sizes

Infant classes (those where the majority of children will reach the age of 5, 6, or 7 during the school year) with one teacher must not contain more than 30 pupils. Additional children may only be admitted under the limited exceptional circumstances listed in the Admissions Code 2014.

List of exceptions:

- a) children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school who spend a minority of their time in the mainstream class.

### Waiting lists

Where the school is over-subscribed and places have been refused to some applicants, a waiting list will be maintained by the Trust for any vacancies which subsequently arise. The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. Parents will be contacted once a year to check whether they wish their child to remain on the list. It is the parent's responsibility to notify the Trust's Admissions Officer of any change in address or contact details.



## Appeals

Where an application is refused, parents have a right to appeal to an independent panel. If parents wish to appeal they must complete and return the appeals form directly to the Trust's Admissions Officer. An independent appeals panel will be convened at which both the parents and the Trust will present their cases. Where a place is refused out of year group, but a place is offered in the correct chronological year group, there will be no right of appeal. Repeat appeals for the same school year will not be considered unless there is a significant and material change in circumstances.

## Over-subscription criteria

If the school is over-subscribed (i.e. if there are more applications than places available), initial allocations will be made according to the criteria below. These are listed in order of priority and will be applied to all applications for the school received by the published closing date for applications.

- a) Looked after and previously looked after children.
- b) Children living within three miles of the school, with a sibling already at the school, who will still be on roll at the date of admission.
- c) All other children.

Where the number of places available will be exhausted within any of the categories above, the priority of applications will be decided by geography, and priority will be given to those children who live closest to the school. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school building using the LA's computerised mapping system.

If it does not prove possible to resolve the priority using distance, the remaining places will be allocated by random lottery, in front of an independent witness.

A full version of the admission policy for Meadowbrook Primary School is available at [www.olympustrust.co.uk/about-olympus/admissions/](http://www.olympustrust.co.uk/about-olympus/admissions/)



# Olympus Academy Trust

## Stoke Lodge Primary School

### Purpose of the policy

The purpose of this policy is to make the admissions process to the school clear and open. Applicants are also encouraged to read the school's prospectus, to visit the school's websites and to attend open days/evenings.

The Trust adheres to the statutory requirements and the principles expressed in the School Admissions Code (DfE September 2021). The admission arrangements will be determined by 28 February each year and published on the school's website by 15 March.

### Children with education, health and care plans (EHCPs)

Children with EHCPs are admitted through different arrangements set out in the SEN and Disability Code of Practice managed by their home Local Authority (LA), and not under the School's admission arrangements. Children allocated in the bulk September intake under the SEN and Disability Code of Practice will reduce the number of places available to offer. Children allocated at other times will be admitted even if this causes a breach of the published admission number (PAN).

### Children of multiple births

Where a child who qualifies for a place is a child of multiple birth (more than one child from a single pregnancy), numbers will be breached to enable all children of the same birth to attend the same school.

### Children of UK service personnel

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the Trust will accept applications and consider them against the over-subscription criteria in advance of the family arriving in the area provided the application is accompanied by an official letter confirming the relocation date and planned address.

### Home address

The child's home address will be the residential (not business) address at which the child lives with a parent (as defined in this policy) and sleeps for more than 50% of the time during term time.

It will usually be the address at which the child is registered with their GP, dentist and/or optician, and at which child benefit and other child related benefits are claimed, if eligible. The Trust reserves the right to request documentary evidence of the child's home address, and a panel of trustees will determine the appropriate address to be used in ranking the application for a place at the school.

For clarity, the Trust cannot accept:

- a temporary address.
- the address of a business, relative, friend, or childminder, unless they meet the definition of 'parent' as defined above.
- the address of a house it is intended to move to.
- a property which has been acquired or leased solely to use the address on the application form without any intention of taking up permanent residence there.

If an offer is made on the basis of an address or evidence provided which is later proved to be fraudulent or intentionally misleading, the Trust reserves the right to withdraw the place up to the end of term 2.

### Nursery

If in future the school opens nursery provision, separate arrangements will apply.

## Compulsory school age (CSA) for primary phase children

Legally, children do not have to be in full time education until the term following their fifth birthday. Where an applicant to reception is below CSA, parent(s) have the right to defer their entry:

- until later in the academic year or until the term in which the child reaches CSA, or
- that their child takes up the place part-time until the child reaches CSA, or
- a combination of the above.

Children reaching the age of 5 between:	Can defer until:	And will join the:
1 September – 31 December 2023	1 January 2024	Reception class
1 January – 31 March 2024	31 March 2024	Reception class

Children reaching the age of 5 between 1 April and 31 August 2024 may defer their entry until September 2024 but a new application will have to be made to join year 1 and places may not be available. Alternatively, they may request delayed entry into the September 2024 reception class.

However, children are normally admitted to school in the September following their fourth birthday.

## Education outside of normal age group

Parents may apply for a place outside of their child's normal age group. A panel of trustees will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

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

Please note this is not an exhaustive list, and every case will be considered individually.

Where the panel of trustees agrees to the request, the application will be processed with all the other on-time applications, applying the usual over-subscription criteria, unless the parental request is made too late for this to be possible.

For the avoidance of doubt, where the Trust indicates willingness to accept an application from a child placed out of year group, this will not guarantee a place at the school, as any application will have to be made with the admissions round for the year in which the child is starting school and will be considered against the published admission criteria.

Where a place is refused out of year group, but a place is offered in the correct chronological year group, there will be no right of appeal.



Children placed in a year group below their chronological age will reach statutory school leaving age before completing key stage 4 courses. Parents will be expected to support their child's continuing school attendance beyond the statutory school leaving date in order to ensure completion of key stage 4.

### **In-year transfer**

Parents who wish to obtain a place at the school other than at the bulk September intake, should apply directly to the Trust Admissions Officer. Parents will have a decision about allocating a place within 10 school days.

If a place is available, it will be offered in line with the admission arrangements.

Where there is no place available within the PAN for the relevant year group, the application will be refused. The applicant will be given the opportunity to join the waiting list and/or appeal. Parents will also be informed about places available at other suitable Trust school(s).

### **Bulk September applications**

Applications should be made to the child's home LA on the co-ordinated admissions form. Allocations will be made up to the PAN. If the school is over-subscribed, allocations will be made according to the over-subscription criteria.

### **Published admission number (PAN)**

The school has a PAN of 30. The Trust is supported by the LA in allocating places into reception.

### **Infant class sizes**

Infant classes (those where the majority of children will reach the age of 5, 6, or 7 during the school year) with one teacher must not contain more than 30 pupils. Additional children may only be admitted under the limited exceptional circumstances listed in the Admissions Code 2014.

List of exceptions:

- a) children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school who spend a minority of their time in the mainstream class.

### **Waiting lists**

Where the school is over-subscribed and places have been refused to some applicants, a waiting list will be maintained by the Trust for any vacancies which subsequently arise. The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. Parents will be contacted once a year to check whether they wish their child to remain on the list. It is the parent's responsibility to notify the Trust's Admissions Officer of any change in address or contact details.

## Appeals

Where an application is refused, parents have a right to appeal to an independent panel. If parents wish to appeal they must complete and return the appeals form directly to the Trust's Admissions Officer. An independent appeals panel will be convened at which both the parents and the Trust will present their cases. Where a place is refused out of year group, but a place is offered in the correct chronological year group, there will be no right of appeal. Repeat appeals for the same school year will not be considered unless there is a significant and material change in circumstances.

## Over-subscription criteria

If the school is over-subscribed (i.e. if there are more applications than places available), initial allocations will be made according to the criteria below. These are listed in order of priority and will be applied to all applications for the school received by the published closing date for applications.

- a) Looked after and previously looked after children.
- b) Children living within three miles of the school, with a sibling already at the school, who will still be on roll at the date of admission.
- c) All other children.

Where the number of places available will be exhausted within any of the categories above, the priority of applications will be decided by geography, and priority will be given to those children who live closest to the school. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school building using the LA's computerised mapping system.

If it does not prove possible to resolve the priority using distance, the remaining places will be allocated by random lottery, in front of an independent witness.

A full version of the admission policy for Stoke Lodge Primary School is available at [www.olympustrust.co.uk/about-olympus/admissions/](http://www.olympustrust.co.uk/about-olympus/admissions/)



# Admission to voluntary aided schools

Voluntary aided schools are usually schools of Church foundation which are part of the maintained school sector; they have the responsibility for buildings, employing staff and determining admission criteria and religious education. The Church of England voluntary aided schools provide a Christian-based education for their local community as well as for the children of Church members. The Catholic voluntary aided schools have been established to serve the Catholic community and others seeking a Christian-based education. Voluntary aided schools may require additional information to support applications.

For voluntary aided schools, allocations of school places will be made in accordance with the criteria adopted by the Governors of the school following consultation with the relevant admission authorities. If your application for a place at a voluntary aided school is unsuccessful you have the right of appeal under the terms of the School Standards and Framework Act 1998. Information on the appeal procedure can be obtained from the individual schools.

Applications to voluntary aided schools in South Gloucestershire from South Gloucestershire residents should be made to South Gloucestershire Council either by on-line application form or by printing and completing the application form. Applicants resident in the area of another local authority requesting a place in a voluntary aided school in South Gloucestershire must complete and return an application form available from their own 'home' local authority. Voluntary aided schools' admission criteria are listed overleaf in alphabetical order.

Voluntary aided schools may require applicants to complete a supplementary information form in connection with their admission criteria. Applicants should check with the school concerned.

Schools in South Gloucestershire which are voluntary aided are as follows:

- Christ the King Catholic
- Holy Family Catholic
- Holy Trinity Church of England/Methodist
- Horton Church of England
- Our Lady of Lourdes Catholic
- St Augustine of Canterbury Catholic
- St Mary's Catholic, Bradley Stoke
- St Mary's Church of England, Thornbury
- St Mary's Church of England, Yate
- St Paul's Catholic



# Diocese of Clifton

## Christ the King Catholic Primary School

Christ the King Catholic Primary School was founded to provide education for children of Catholic families. Catholic schools are inclusive, and we welcome applications from children who are not Catholic. However, where there are more applications than places available, allocations will be made in accordance with the over-subscription criteria listed below.

We aim to provide a Catholic education for all our pupils and that Catholic teaching and practice permeate every aspect of school life. We therefore hope that all parents will fully support the aims and Catholic ethos of the school.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round (see note 5). The governing body has set its admission number at 30 for pupils to be admitted to the reception year in the school year which begins in September 2023.

Subject to compliance with infant class size legislation, the governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number (PAN).

### Children with an education, health and care plan (EHCP)

The admission of pupils with an EHCP is dealt with by a completely separate procedure. Children with an EHCP that names the school must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

### Over-subscription criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

Within each of the categories listed below, priority will be given to children who will have a brother or sister at the school at the time of enrolment (see note 6).

1. Catholic looked after and previously looked after children (see notes 2 and 3).
2. Catholic children who are resident in the school's designated parishes of Christ the King, Thornbury or Holy Cross, Wotton under Edge (see notes 3 and 9).
3. Other Catholic children (see note 3).
4. Other looked after and previously looked after children (see note 2).
5. Children who are a catechumen (see note 4).
6. Any other children.

### Tie break

Where children have identical ranking, priority within each category will then be determined by random allocation.

### Random allocation

Random allocation is the drawing of lots, supervised by a person independent of the school. Each child will be allocated a number. All the numbers will be placed into a hat or other suitable container and will be drawn out and ranked in the order that they were drawn.



For children of a multiple birth, only the allocated number of one of the children will be entered in the draw. Where this number is drawn, the other child or children will be deemed to have also been drawn. Lots will then also be drawn for these children to decide their individual ranking. This process will also be applied to brothers or sisters who are not from a multiple birth but are applying for a place in the same year group.

### Supporting evidence

For categories 1, 2, 3 and 5 supporting evidence must be provided. If you do not provide the supporting documentation e.g. a certificate of baptism, or of reception into the Church, or of reception into the order of catechumens (as detailed in notes 3 and 4 below), your child cannot be placed within any of those categories and this may affect your child's chance of being offered a place. To be considered in the first round of allocations, it should be submitted to the school (or local authority if\* they will accept it) by 15 January 2023.

\*NB whilst some local authorities may accept supporting documentation, others do not. It is therefore recommended you send it to the school.

### Application procedures and timetable

To apply for a place at this school in the normal admission round (see note 5), you must complete a common application form (CAF) available from the local authority in which you live. For those living in South Gloucestershire applications may be made on-line at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) or on a paper form also available at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) and sent to South Gloucestershire Council Department for People, Admissions and Transport Team, PO Box 1955, Bristol BS37 0DE.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions, 15 January 2023.

You will be advised of the outcome of your application on 17 April, by the local authority in which you live, on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the over-subscription criteria listed above, and you have the right of appeal to an independent appeal panel.

### Late applications

Late applications will be administered in accordance with your home local authority co-ordinated admissions scheme (available from your home local authority). You are encouraged to ensure that your application is submitted on time.

### Admission of children below compulsory school age and deferred entry

A child reaches compulsory school age in the term following their fifth birthday. Where offered a place, a child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

## Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to reception rather than year 1. Any such request should be made in writing to the school office at the same time as the admission application is made on the local authority CAF (for the child's chronological year group). The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to considering the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will consider the views of the parents and of appropriate medical and education professionals, as appropriate.

If the governing body agree in principle for a child to be admitted outside of their normal age group, it does not guarantee the child a place. The parent will again need to make an application on a local authority CAF (for the outside age group) and, if necessary, the over-subscription criteria will be applied to determine if a place may be offered.

## Waiting lists

In addition to their right of appeal, unsuccessful parents will be offered the opportunity for their child's name to be placed on a waiting list. This waiting list will be maintained in order of the over-subscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last school day of the summer term. Each child added to the list will require the list to be ranked again in line with the above published over-subscription criteria.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

## In-year applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there is an available place. Application should be made in writing to the school office using the school's in-year application form, available from the school.

Any supporting documentary evidence, for example, a baptism certificate or proof of a house move, should be provided with your application.

Where there are places available but more applications than places, the published over-subscription criteria, as set out above, will be applied.

If your application is refused, you will be offered the opportunity for your child to be added to the waiting list (see above).

The governing body will consider your application and you will be advised of the outcome of your application in writing, and if refused a place, you will have the right of appeal to an independent appeal panel.

## Fair access protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol (including over those on a waiting list). The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## Withdrawal

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.



## Notes:

1. An EHCP is a plan made by the local authority under Section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in Section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. For someone to be treated as Catholic, written evidence of Catholic baptism or reception into the Church will be required. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Whilst a copy of the certificate may be accepted, the governors may request sight of the original. The governing body may request additional supporting evidence if the written documents that are provided do not confirm the fact that the person was baptised/received into a Catholic Church.

There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases, contact may be made with a parish priest for advice on how the question of baptism/reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church. The priest may seek advice from Clifton Diocese.

For the purposes of this policy, 'Catholic' includes a looked after child living with a family where at least one of the parents is confirmed as being Catholic.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens. Children must be at least 7 years old to be a catechumen, so the over-subscription criterion category no.5, cannot be applied to any child less than 7 years old.
5. Within this policy, the 'normal admission round' means all new intake applications, submitted by the closing date and late applications received by the local authority up to 31 August, and so does not include in-year applications (see above).
6. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
7. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
8. A child's 'home address' refers to the permanent address where the child usually lives with a parent or carer and should be the address provided in the CAF to the home local authority. Where parents have shared responsibility for a child and the child lives for part of the week with each parent, the home address will be the address where the child lives for at least 50% of the time.

# Diocese of Clifton

## Holy Family Catholic Primary School

Holy Family Catholic Primary School was founded to provide education for children of Catholic families. Catholic schools are inclusive, and we welcome applications from children who are not Catholic. However, where there are more applications than places available, allocations will be made in accordance with the over-subscription criteria listed below.

We aim to provide a Catholic education for all our pupils and that Catholic teaching and practice permeate every aspect of school life. We therefore hope that all parents will fully support the aims and Catholic ethos of the school.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round (see note 5). The governing body has set its admission number at 30 for pupils to be admitted to the reception year in the school year which begins in September 2023.

Subject to compliance with infant class size legislation, the governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admissions number (PAN).

### Children with an education, health and care plan (EHCP)

The admission of pupils with an EHCP is dealt with by a completely separate procedure. Children with an EHCP that names the school must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

### Over-subscription criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

Within each of the categories listed below, priority will be given to children who will have a brother or sister at the school at the time of enrolment (see note 6).

1. Catholic looked after and previously looked after children (see notes 2 and 3).
2. Catholic children who are resident in the school's designated parishes Holy Family (see notes 3 and 9).
3. Other Catholic children (see note 3).
4. Other looked after and previously looked after children (see note 2).
5. Children who are a catechumen (see note 4).
6. Any other children.

### Tie break

Where children have identical ranking, priority within each categories 1,2,3 and 5 will be determined by random allocation (see below).

Priority within categories 4 and 6 will be given to those living closest to the school as measured by a direct line between the postcode of the child's home and the main entrance at the school using the local authority's computerised system.

Where distances are equal, priority will be determined by random allocation (see below).



### Random allocation

Random allocation is the drawing of lots, supervised by a person independent of the school. Each child will be allocated a number. All the numbers will be placed into a hat or other suitable container and will be drawn out and ranked in the order that they were drawn.

For children of a multiple birth, only the allocated number of one of the children will be entered in the draw. Where this number is drawn, the other child or children will be deemed to have also been drawn. Lots will then also be drawn for these children to decide their individual ranking. This process will also be applied to brothers or sisters who are not from a multiple birth but are applying for a place in the same year group.

### Supporting evidence

For categories 1, 2, 3 and 5 supporting evidence must be provided. If you do not provide the supporting documentation e.g. a certificate of baptism, or of reception into the Church, or of reception into the order of catechumens (as detailed in notes 3 and 4 below), your child cannot be placed within any of those categories and this may affect your child's chance of being offered a place. To be considered in the first round of allocations, it should be submitted to the school by 15 January 2023.

### Application procedures and timetable

To apply for a place at this school in the normal admission round (see note 5), you must complete a common application form (CAF) available from the local authority in which you live. For those living in South Gloucestershire applications may be made on-line at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) or on a paper form also available at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) and sent to South Gloucestershire Council Department for People, Admissions and Transport Team, PO Box 1955, Bristol BS37 0DE.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions, 15 January 2023.

You will be advised of the outcome of your application on 16 April or the next working day, by the local authority in which you live on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the over-subscription criteria listed above, and you have the right of appeal to an independent appeal panel.

### Late applications

Late applications will be administered in accordance with your home local authority's primary co-ordinated admissions scheme. You are encouraged to ensure that your application is submitted on time.

### Admission of children below compulsory school age and deferred entry

A child reaches compulsory school age in the term following their fifth birthday. Where offered a place, a child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.



## Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to reception rather than year 1. Any such request should be made in writing to the school office at the same time as the admission application is made on the local authority CAF (for the child's chronological year group). The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to considering the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will consider the views of the parents and of appropriate medical and education professionals, as appropriate.

If the governing body agree in principle for a child to be admitted outside of their normal age group, it does not guarantee the child a place. The parent will again need to make an application on the local authority CAF (for the outside age group) and, if necessary, the over-subscription criteria will be applied to determine if a place may be offered.

## Waiting lists

In addition to their right of appeal, unsuccessful parents will be offered the opportunity for their child's name to be placed on a waiting list. This waiting list will be maintained in order of the over-subscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last school day of the summer term. Each child added to the list will require the list to be ranked again in line with the above published over-subscription criteria.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

## In-year applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there is an available place. Application should be made in writing to the school office.

Any supporting documentary evidence, for example, a baptism certificate or proof of a house move, should be provided with your application.

Where there are places available but more applications than places, the published over-subscription criteria, as set out above, will be applied.

If your application is refused, you will be offered the opportunity for your child to be added to the waiting list (see above).

The governing body will consider your application and you will be advised of the outcome of your application in writing, and if refused a place, you will have the right of appeal to an independent appeal panel.

## Fair access protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol (including over those on a waiting list). The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## Withdrawal

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.



## Notes

1. An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in Section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order including those who appear to the governing body to have been in state care outside of England and ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. For someone to be treated as Catholic, written evidence of Catholic baptism or reception into the Church will be required. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Whilst a copy of the certificate may be accepted, the governors may request sight of the original. The governing body may request additional supporting evidence if the written documents that are provided do not confirm the fact that the person was baptised/received into a Catholic Church.

There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases, contact may be made with a Parish Priest for advice on how the question of baptism/reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church. The Priest may seek advice from Clifton Diocese.

For the purposes of this policy, 'Catholic' includes a looked after child living with a family where at least one of the parents is confirmed as being Catholic.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens. Children must be at least 7 years old to be a catechumen, so the over-subscription criterion category 5, cannot be applied to any child less than 7 years old.
5. Within this policy, the 'normal admission round' means all new intake applications, submitted by the closing date and late applications received by the local authority up to 31 August, and so does not include in-year applications (see above).
6. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
7. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
8. A child's 'home address' refers to the permanent address where the child usually lives with a parent or carer and should be the address provided in the common application form to the home local authority. Where parents have shared responsibility for a child and the child lives for part of the week with each parent, the home address will be the address where the child lives for at least 50% of the time.

# Diocese of Bristol

## Holy Trinity Church of England/Methodist Primary School

### Rationale

This admissions policy has been created to reflect the school's value statement and takes into account the Christian foundation and the community focus of the school. The governors determine the admission policy for the school.

The admission number for the reception year (2023–24) is 30 pupils. Pupils are normally admitted in the September of the school year in which they reach their fifth birthday, but parents are referred to the notes in this policy relating to deferred entry.

For children living in South Gloucestershire, applications for a reception place at the school should be made on-line at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) or on a paper form also available at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) and sent to South Gloucestershire Council, Department for People, Admissions and Transport Team, PO Box 1955, Bristol BS37 0DE. For children living outside of South Gloucestershire, application should be made to the Local Authority for the area where they live.

The closing date for applications is 15 January 2023.

For those applications under criteria 4 or 5, the governors also require parents to complete the school's additional information form (available from the school office or the school website) and return it to the school office by the 15 January 2023. If no such form is received the governors will determine the application by applying the next criterion, except criteria 4 or 5 which shall be ignored.

The governing body of the school will offer places using their published criteria; the timing of the offers will be in line with South Gloucestershire Council.

The criteria listed below will be applied in the order stated should the number of applicants for places in any year group exceed the number of places available.

### Criteria

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. After considering the above criterion for first round applications to reception, and only if places remain available, the next seven places will be awarded, having regard to the proximity of the applicant's home to the school on the basis that those living closest to the school will be offered priority. Any remaining places for reception or applications for in year admissions will be allocated using the following criteria.
3. Children who at the time of their application and admission would have a sibling at the school.
4. Children whose parent is a member and regular worshipper at Holy Trinity Church, Bradley Stoke, as defined in this policy.



5. Children who live within the town of Bradley Stoke and where at least one parent regularly attends worship in another Christian Church or chapel.
6. Other applicants not in the above category on the basis that those living closest to the school will be offered priority.

When applications within any of the criteria exceed the number of places available, then places will be allocated having regard to those children living closest to the school. In determining which applicants live closest to the school, distances from home to school will be measured between the address point of the child's home and a central point within the main school building (using the Local Authority's computerised mapping system).

Where a child's parents are living apart and have shared responsibility for a child and that child spends part of the week with each parent then the address to be used for the child will be where the child spends most of the school week i.e. Monday to Friday. Evidence may be requested to support the address given in the application.

Criterion 2 will only apply for first round applications to reception class and not for subsequent rounds or for 'in-year' admissions.

### **Tie-breaker**

Where the school is over-subscribed and it does not prove possible to resolve allocation of places by the application of the over-subscription criteria set out above, any remaining places will be allocated by drawing lots. Lots will be drawn by an appropriate person, independent of the admissions process at the school, nominated by either the Diocese of Bristol or the Bristol District of the Methodist Church and with the agreement of the other partner.

### **Children with an education, health and care plan (EHCP)**

Children with an EHCP are placed in schools through the arrangements set out in the SEND Code of Practice and not through these admission criteria. All governing bodies are required by Section 324 of the Education Act 1996 to admit to the school a child with an ECHP that names the school. Schools must admit such children whether they have places or not. Any appeal concerning the ECHP or the admission is to the First Tier Tribunal (SEN and Disability). Parents/carers of children with ECHPs should contact their child's case officer for any further information.

### **Children of UK service personnel (UK armed forces)**

For families of service personnel with a confirmed posting to Bradley Stoke, the governors will consider and rank the application against the over-subscription criteria (if necessary) and will treat the applicant as if the applicant lived in Bradley Stoke if the application is accompanied by an official letter which declares a relocation date and a Unit or postal address or quartering address in Bradley Stoke.

### **Multiple births**

If one child of a multiple birth is offered the last available space at the school, according to the published admission number, then offers will be made to all the children of that particular multiple birth. Those children are and would remain an exception to infant class size for the entire time they are in an infant class or until the class numbers fall back to the current infant class size limit.

## Definitions

1. Sibling refers to children who are:

- a. brother or sister (where both the applicant child and the sibling have the same parents);
- b. half brother or sister (where the applicant child and the sibling have one parent in common);
- c. adopted (as defined by Section 46 of the Adoption and Children Act 2002) brother or sister;
- d. step brother or sister (where one of the applicant child's parents and one of the sibling's parents are married or in a civil partnership);
- e. the child of the parent/carer's partner.

In every case the child for whom an application is made should be living in the same family unit at the same address as the sibling in school.

2. A Christian Church or chapel means one which is:

- a. In membership of Churches Together in England or its partner body in Scotland, Wales and Ireland.
- b. In membership of the Free Churches Group or the Fellowship of Independent Evangelical Churches.
- c. A Church or congregation that can provide either evidence of membership of the Evangelical Alliance, or a statement of belief which is trinitarian.

3. "Regular attendance at worship means one who worships usually twice a month in the six months before the date of the application account also being taken of week day acts of worship including cell groups, house groups and bible study groups and in the event that during that period the Church has been closed for public worship and has not provided alternative premises for that worship and week day acts of worship including cell groups, house groups and bible study groups have been prevented by the Covid-19 pandemic the requirements of these admission arrangements in relation to attendance will only apply to the period when the Church or alternative premises and week day acts of worship including cell groups, house groups and bible study groups have been available for public worship" (Office of the Schools Adjudicator).

4. 'Membership of Holy Trinity Church' refers to a person whose name appears on either the family or community roll, or membership or electoral roll of Holy Trinity Church, Bradley Stoke.

5. References will be requested as evidence in respect of applicants within criteria grounds 4 and 5 from somebody who is either the minister, a member of the governing council or the secretary or Church administrator of the Church or chapel. If a reply is not received to a reference request the governors will determine the application by applying the next criterion, ignoring criteria 4 or 5.

6. Parent shall also mean legal guardian or carer.



### Late applications

Applications received after the closing date but before the offers of places have been made by the governing body will be considered in accordance with the criteria above if, in the opinion of the governing body, there were good grounds for applicant's not being able to meet the required deadlines. In all other cases late applications will be considered only after all other applications received before the closing date have been determined.

### Waiting list

In the event of over-subscription and refusal of applications for places, a waiting list will be maintained for vacancies which occur until the end of Term 2, and then discarded. Priority order on the waiting list will be determined according to the over-subscription criteria for the school, not by the date of joining the waiting list.

### Non-routine or in-year admissions

Applications for a place during the academic year may be submitted at any time, but will not be administered more than six school weeks in advance of a place being required, except in particular circumstances applying for Crown Servant or Service family children. Applicants must complete an in-year application form and return this to the school office. This form is available from the Local Authority or a copy can be provided upon request.

The admissions committee will consider applications during term time only. Applications that arrive during a school holiday will be held and processed when school resumes. If the governors receive more than one application for the same year group, they may need to apply the published over-subscription criteria in order to determine a priority for admission where insufficient places exist within the published admission number or admission limit applying at that time.

Criterion 2 will not apply to applications outside of the normal admission round.

Applicants will receive a written decision by first class letter post within 10 school days of receipt of the in-year application form or receipt of any supplementary information where this is subsequently submitted to support an application and is deemed necessary in order to determine the admission decision. If an application is refused, the decision letter will set out the reasons for refusal and explain how to appeal against the decision.

Any offer of a place during the academic year will remain open for six school weeks from the date of the decision letter. If the child concerned is not on roll and attending before this deadline, the Admissions Committee will consider withdrawing the offer of a place.

### Deferred entry

The governors and head teacher believe that it is in the best interests of all children to commence school in the September of the academic year that a child will attain the age of 5.

By law children must start in full-time education at the beginning of the term following their fifth birthday. However, all children are entitled to access education in the September following their fourth birthday.

Parents can request that their child attends part-time until the child reaches compulsory school age. All schools have to provide for children to attend part-time, should the parent wish to do so. You will need to discuss this with the head teacher.

Parents may also request that their child's entry to a reception class be deferred until later in the same reception academic year group. Parents wishing to consider this must discuss the situation with the head teacher. Parents must apply for a school place in the normal way and by no later than 15 January 2023.



You cannot defer entry to reception beyond term 5 (April after Easter). If the place has not been taken up by the beginning of Term 5 your place at the school will be lost, and you will need to put in a fresh application for a place in year 1 at the school – however there is no guarantee of a place.

### Summer born children

Summer born children are those born between 1st April and 31st August.

Usually, children with a date of birth between 1st April and 31st August wishing to start school in the September after their fifth birthday would start in year 1 and consequently miss the entire reception year. Parents must make an application for a year 1 place which they can do in the summer term before their child enters school but please be aware that there may not be a vacancy in year 1 at that time.

Parents can also request that their child enter the reception class in the September after their fifth birthday, effectively in the year group below their chronological age group. The admissions authority of the school must make the decision based on the circumstances of each case. The head teacher will be asked to complete an educational assessment to determine whether or not it is appropriate for the individual child to delay their entry into school and be taught permanently behind their chronological age group.

This process must be completed in advance of the closing date of 15 January 2023. In the event that the delayed entry is not approved, parents will need to make an application in time for the 2023 reception intake. Should the delayed entry be approved you will be advised how to proceed at that stage.

Please note, as per the School Admissions Code there is no right of appeal if your request to delay entry to school is denied.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year by the closing date of 15 January 2024. There is no guarantee of a place and the usual admission criteria will apply. You should therefore give careful consideration to requesting delayed entry.

### Appeal

Parents have the right to appeal against the refusal by the governing body to admit their child and should put their appeal in writing to the Clerk of the Governors at the school within 20 school days of receiving the letter of refusal. Appeals will be conducted in accordance with the Code of Practice issued by the Secretary of State for Education and Skills under Section 84 of the School Standards and Framework Act 1998. Details of the appeals procedure and guidance will accompany any letter of refusal.



# Diocese of Gloucester

## Horton Church of England Primary School

### Rationale

This admissions policy has been created to reflect our Christian foundation, and the continuing tradition of providing a Christian education in the local community. The governors determine the admission policy for the school.

The admission number for the reception year 2023/24 is 8 pupils. Pupils are normally admitted in the September of the school year in which they reach their fifth birthday, but parents/carers are referred to the notes at the end of this policy relating to deferred entry.

### Procedures

For those living in South Gloucestershire, applications for a reception place at the school should be made on-line at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) or on a paper form also available at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) and sent to South Gloucestershire Council Department for People, Admissions and Transport Team, PO Box 1955, Bristol BS37 0DE. Applicants resident in other local authority areas should apply via their 'home' local authority.

The deadline for submission of application forms to South Gloucestershire Council is the 15 January 2023.

The governors may also require the submission of proof of baptism and/or regular worship as a member of a Christian Church; a church that is part of Churches Together in England or its partner body in Scotland, Wales and Ireland, or of the Free Churches Group or the Fellowship of Independent Evangelical Churches. This information would need to be supplied to the school by 15 January 2023.

The governing body of the school will offer places using their published criteria; the timing of the offers will be in line with South Gloucestershire Council.

The criteria listed below will be applied in the order stated should the number of applicants for places in any year group exceed the number of places available.

### Criteria

1. Children in public care (looked after or previously looked after children) as defined by Section 22 of the Children Act 1989 and the School Admissions Code for whom a place is requested by the relevant person/ authority.
2. Siblings of children of a worshipping member of any church in the Benefice of Sodbury Vale and resident in the ecclesiastical parishes of Horton and Little Sodbury\*. A map may be seen at the school.
3. Siblings of children and resident in the ecclesiastical parishes of Horton and Little Sodbury.
4. Children resident in the ecclesiastical parishes of Horton and Little Sodbury and who are children of a worshipping member of any Church in the Benefice of Sodbury Vale.
5. Children resident in the ecclesiastical parishes of Horton and Little Sodbury.
6. Siblings resident outside the parishes and are a worshipping member of any other Church\*.
7. Siblings outside the parishes.
8. Children of a worshipping member of any other Church\*.

9. Any remaining places will be offered on the basis of those living closest to the school. In determining which applicants live closest to school, distances from home to school will be measured in a straight line between the address point of the child's home and a central point within the main school building using the local authority's computerised mapping system.

\* In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

### Over-subscription and waiting lists

Where the school is over-subscribed and it does not prove possible to resolve allocation of places by the application of the over-subscription criteria set out above, any remaining places will be allocated by drawing lots. Lots will be drawn by an appropriate person, independent of the admissions process at the school, nominated by the Diocese of Gloucester.

In the event of over-subscription and refusal of applications for places, a waiting list will be maintained for vacancies which occur until the end of Term 2, and then discarded. Priority order on the waiting list will be determined according to the over-subscription criteria for the school, not by the date of joining the waiting list.

### Definitions

1. A sibling refers to a child who is:
  - a. a brother or sister or half brother or sister;
  - b. an adopted brother or sister;
  - c. a step brother or sister;
  - d. the child of the parent/carer's partner,

in every case the child should be living in the same family unit at the same address. The older child must still be in attendance at the school at the time of the younger child's admission.
2. A Christian church or chapel means one which is in membership of Churches Together in England or its partner body in Scotland, Wales and Ireland, or of the Free Churches Group or the Fellowship of Independent Evangelical Churches.
3. Regular attendance at worship means one who worships usually twice a month account also being taken of week day acts of worship including cell groups, house groups and bible study groups.
4. Proof of baptism is by certificate. Confirmation of regular church attendance needs to be from somebody who is either the Minister, a member of the governing council or the Secretary or Church Administrator of the church or chapel.
5. Parent shall also mean legal guardian or carer.



### Late applications

Applications received after the closing date, but before the offers of places have been made by the governing body, will be considered in accordance with the criteria above if, in the opinion of the governing body, there were good grounds for applicant's not being able to meet the required deadlines. In all other cases late applications will be considered, using the above criteria, only after all other applications received before the closing date has been determined.

### Casual admissions

The above criteria will be applied if casual vacancies arise during the school year and there are more applicants than places. The governors have delegated responsibility for considering casual admissions to a sub committee comprising of the head, chair of governors and one other member of the governing body.

### Deferred entry

The governors and head teacher believe that it is in the best interests of all children to commence school in the September of the academic year that a child will attain the age of 5. However, a child is not required to attend school until the beginning of the term after their fifth birthday and admission may be deferred until the beginning of the spring and summer terms. Parents/carers seeking such a deferment should make this clear when accepting an offer of a place.

### Appeal

Parents/carers have the right to appeal against the refusal by the governing body to admit their child and should put their appeal in writing to the clerk of the governors at the school within 20 school days of receiving the letter of refusal. Appeals will be conducted in accordance with the Code of Practice issued by the Secretary of State for Education and Skills under Section 84 of the School Standards and Framework Act 1998. Details of the appeals procedure and guidance will accompany any letter of refusal.

### Children with an education health and care plan (EHCP)

Children with an EHCP are placed in schools through the arrangements set out in the SEN Code of Practice and not through these admission criteria. All governing bodies are required by Section 324 of the Education Act 1996 to admit to the school a child with an EHCP that names the school. Schools must admit such children whether they have places or not. Any appeal concerning the EHCP or the admission is to be made to The First Tier Tribunal (SEN and Disability). Parents/carers of children with an EHCP should contact their child's case officer for any further information.

# Diocese of Clifton

## Our Lady of Lourdes Catholic Primary School

Our Lady of Lourdes Catholic Primary School was founded to provide education for children of Catholic families. Catholic schools are inclusive, and we welcome applications from children who are not Catholic. However, where there are more applications than places available, allocations will be made in accordance with the over-subscription criteria listed below.

We aim to provide a Catholic education for all our pupils and that Catholic teaching and practice permeate every aspect of school life. We therefore hope that all parents will fully support the aims and Catholic ethos of the school.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round (see note 5). The governing body has set its admission number at 30 for pupils to be admitted to the reception year in the school year which begins in September 2023.

Subject to compliance with infant class size legislation, the governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admissions number (PAN).

### Children with an education, health and care plan (EHCP)

The admission of pupils with an EHCP is dealt with by a completely separate procedure. Children with an EHCP that names the school must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

### Over-subscription criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

Within each of the categories listed below, priority will be given to children who will have a brother or sister at the school at the time of enrolment (see note 6).

1. Catholic looked after and previously looked after children (see notes 2 and 3).
2. Catholic children who are resident in the school's designated parish of Our Lady of Lourdes & St Bernadette (see notes 3 and 9).
3. Other Catholic children (see note 3).
4. Other looked after and previously looked after children (see note 2).
5. Children who are a catechumen (see note 4).
6. Any other children.

### Tie break

Where children have identical ranking, priority within categories 1, 2, 3 and 5 will be determined by random allocation.

Priority within categories 4 and 6 will be given to those living closest to the school as measured by a straight line between the address point of the child's home and a central point within the main school building using the local authority's computerised mapping system.

Where distances are equal, priority will be determined by random allocation.



## Random allocation

Random allocation is the drawing of lots, supervised by a person independent of the school. Each child will be allocated a number. All the numbers will be placed into a hat or other suitable container and will be drawn out and ranked in the order that they were drawn.

For children of a multiple birth, only the allocated number of one of the children will be entered in the draw. Where this number is drawn, the other child or children will be deemed to have also been drawn. Lots will then also be drawn for these children to decide their individual ranking. This process will also be applied to brothers or sisters who are not from a multiple birth but are applying for a place in the same year group.

## Supporting evidence

For categories 1, 2, 3 and 5, supporting evidence must be provided. If you do not provide the supporting documentation e.g. a certificate of baptism, or of reception into the Church, or of reception into the order of catechumens (as detailed in notes 3 and 4 below), your child cannot be placed within any of those categories and this may affect your child's chance of being offered a place. To be considered in the first round of allocations, it should be submitted to the school by 15 January 2023.

## Application procedures and timetable

To apply for a place at this school in the normal admission round (see note 5), you must complete a common application form (CAF) available from the local authority in which you live. For those living in South Gloucestershire applications may be made on-line at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) or on a paper form also available at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) and sent to South Gloucestershire Council Department for People, Admissions and Transport Team, PO Box 1955, Bristol BS37 0DE.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions, 15 January 2023.

You will be advised of the outcome of your application on 16 April or the next working day, by the local authority in which you live, on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the over-subscription criteria listed above, and you have the right of appeal to an independent appeal panel.

## Late applications

Late applications will be administered in accordance with your home local authority's primary co-ordinated admissions scheme. You are encouraged to ensure that your application is submitted on time.

## Admission of children below compulsory school age and deferred entry

A child reaches compulsory school age in the term following their fifth birthday. Where offered a place, a child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.



## Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to reception rather than year 1. Any such request should be made in writing to the school office at the same time as the admission application is made on the local authority CAF (for the child's chronological year group). The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child.

In addition to considering the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will consider the views of the parents and of appropriate medical and education professionals, as appropriate.

If the governing body agree in principle for a child to be admitted outside of their normal age group, it does not guarantee the child a place. The parent will again need to make an application on a local authority CAF (for the outside age group) and, if necessary, the over-subscription criteria will be applied to determine if a place may be offered.

## Waiting lists

In addition to their right of appeal, unsuccessful parents will be offered the opportunity for their child's name to be placed on a waiting list. This waiting list will be maintained in order of the over-subscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last school day of the summer term. Each child added to the list will require the list to be ranked again in line with the above published over-subscription criteria.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

## In-year applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there is an available place. Application should be made in writing to the school office using the school's in-year application form, which is available from the school.

Any supporting documentary evidence, for example, a baptism certificate or proof of a house move, should be provided with your application.

Where there are places available but more applications than places received, the published over-subscription criteria, as set out above, will be applied.

If your application is refused, you will be offered the opportunity for your child to be added to the waiting list (see above).

The governing body will consider your application and you will be advised of the outcome of your application in writing, and if refused a place, you will have the right of appeal to an independent appeal panel.

## Fair access protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol (including over those on a waiting list). The governing body has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

## Withdrawal

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.



## Notes:

1. An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in Section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangement order or special guardianship order including those who appear to the governing body to have been in state care outside of England and ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. For someone to be treated as Catholic, written evidence of Catholic baptism or reception into the Church will be required. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Whilst a copy of the certificate may be accepted, the governors may request sight of the original. The governing body may request additional supporting evidence if the written documents that are provided do not confirm the fact that the person was baptised/received into a Catholic Church.

There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases, contact may be made with a Parish Priest for advice on how the question of baptism/reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church. The Priest may seek advice from Clifton Diocese.

For the purposes of this policy, 'Catholic' includes a looked after child living with a family where at least one of the parents is confirmed as being Catholic.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens. Children must be at least 7 years old to be a catechumen, so the over-subscription criterion category no. 5, cannot be applied to any child less than 7 years old.
5. Within this policy, the 'normal admission round' means all new intake applications, submitted by the closing date and late applications received by the local authority up to 31 August, and so does not include in-year applications (see above).
6. 'brother or sister' includes:
  - (i) All natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
7. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
8. A child's 'home address' refers to the permanent address where the child usually lives with a parent or carer and should be the address provided in the CAF to the home local authority. Where parents have shared responsibility for a child and the child lives for part of the week with each parent, the home address will be the address where the child lives for at least 50% of the time.

# Diocese of Clifton

## St Augustine of Canterbury Catholic Primary School

St Augustine of Canterbury Catholic Primary School was founded to provide education for children of Catholic families. Catholic schools are inclusive, and we welcome applications from children who are not Catholic. However, where there are more applications than places available, allocations will be made in accordance with the over-subscription criteria listed below.

We aim to provide a Catholic education for all our pupils and that Catholic teaching and practice permeate every aspect of school life. We therefore hope that all parents will fully support the aims and Catholic ethos of the school.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round (see note 5). The governing body has set its admission number at 30 for pupils to be admitted to the reception year in the school year which begins in September 2023.

Subject to compliance with infant class size legislation, the governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number (PAN).

### Children with an education, health and care plan (EHCP)

The admission of pupils with an EHCP is dealt with by a completely separate procedure. Children with an EHCP that names the school must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

### Over-subscription criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

Within each of the categories listed below, priority will be given to children who will have a brother or sister at the school at the time of enrolment (see note 6).

1. Catholic looked after and previously looked after children (see notes 2 and 3).
2. Catholic children who are resident in the school's designated parishes St Augustine of Canterbury, Downend and St John Fisher, Frenchay (see notes 3 and 9).
3. Other Catholic children (see note 3).
4. Other looked after and previously looked after children (see note 2).
5. Children who are a catechumen (see note 4).
6. Any other children.

### Tie break

Where children have identical ranking, priority within each category will then be determined by random allocation (see below).

### Random allocation

Random allocation is the drawing of lots, supervised by a person independent of the school. Each child will be allocated a number. All the numbers will be placed into a hat or other suitable container and will be drawn out and ranked in the order that they were drawn.



For children of a multiple birth, only the allocated number of one of the children will be entered in the draw. Where this number is drawn, the other child or children will be deemed to have also been drawn. Lots will then also be drawn for these children to decide their individual ranking. This process will also be applied to brothers or sisters who are not from a multiple birth but are applying for a place in the same year group.

### Supporting evidence

For categories 1, 2, 3 and 5 supporting evidence must be provided. If you do not provide the supporting documentation e.g. a certificate of baptism, or of reception into the Church, or of reception into the order of catechumens (as detailed in notes 3 and 4 below), your child cannot be placed within any of those categories and this may affect your child's chance of being offered a place. To be considered in the first round of allocations, it should be submitted to the school (or local authority if\* they will accept it) by 15 January 2023.

\*NB whilst some local authorities may accept supporting documentation, others do not. It is therefore recommended you send it to the school.

### Application procedures and timetable

To apply for a place at this school in the normal admission round (see note 5), you must complete a common application form (CAF) available from the local authority in which you live. For those living in South Gloucestershire applications may be made on-line at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) or on a paper form also available at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) and sent to South Gloucestershire Council Department for People, Admissions and Transport Team, PO Box 1955, Bristol BS37 0DE.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions, 15 January 2023.

You will be advised of the outcome of your application on 17 April by the local authority in which you live on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the over-subscription criteria listed above, and you have the right of appeal to an independent appeal panel.

### Late applications

Late applications will be administered in accordance with your home local authority primary co-ordinated admissions scheme (available from your local authority). You are encouraged to ensure that your application is submitted on time.

### Admission of children below compulsory school age and deferred entry

A child reaches compulsory school age in the term following their fifth birthday. Where offered a place, a child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

## Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to reception rather than year 1. Any such request should be made in writing to the school office at the same time as the admission application is made on the local authority CAF (for the child's chronological year group). The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to considering the views of the Head Teacher, including the Head Teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will consider the views of the parents and of appropriate medical and education professionals, as appropriate.

If the governing body agree in principle for a child to be admitted outside of their normal age group, it does not guarantee the child a place. The parent will again need to make an application on a local authority CAF (for the outside age group) and, if necessary, the over-subscription criteria will be applied to determine if a place may be offered.

## Waiting lists

In addition to their right of appeal, unsuccessful parents will be offered the opportunity for their child's name to be placed on a waiting list. This waiting list will be maintained in order of the over-subscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last school day of the summer term. Each child added to the list will require the list to be ranked again in line with the above published over-subscription criteria.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

## In-year applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there is an available place. Application should be made in writing to the school office using the school's in-year application form that is available from the school.

Any supporting documentary evidence, for example, a baptism certificate or proof of a house move, should be provided with your application.

Where there are places available but more applications than places, the published over-subscription criteria, as set out above, will be applied.

If your application is refused, you will be offered the opportunity for your child to be added to the waiting list (see above).

The governing body will consider your application and you will be advised of the outcome of your application in writing, and if refused a place, you will have the right of appeal to an independent appeal panel.

## Fair access protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol (including over those on a waiting list). The governing body has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

## Withdrawal

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.



## Notes

1. An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in Section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order including those who appear to the governing body to have been in state care outside of England and ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. For someone to be treated as Catholic, written evidence of Catholic baptism or reception into the Church will be required. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Whilst a copy of the certificate may be accepted, the governors may request sight of the original. The governing body may request additional supporting evidence if the written documents that are provided do not confirm the fact that the person was baptised/received into a Catholic Church.

There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases, contact may be made with a Parish Priest for advice on how the question of baptism/reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church. The Priest may seek advice from Clifton Diocese.

For the purposes of this policy, 'Catholic' includes a looked after child living with a family where at least one of the parents is confirmed as being Catholic.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens. Children must be at least 7 years old to be a catechumen, so the over-subscription criterion category no. 5, cannot be applied to any child less than 7 years old.
5. Within this policy, the 'normal admission round' means all new intake applications, submitted by the closing date and late applications received by the local authority up to 31 August, and so does not include in-year applications (see above).
6. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
7. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
8. A child's 'home address' refers to the permanent address where the child usually lives with a parent or carer and should be the address provided in CAF to the home local authority. Where parents have shared responsibility for a child and the child lives for part of the week with each parent, the home address will be the address where the child lives for at least 50% of the time.



# Diocese of Clifton

## St Mary's Catholic Primary School, Bradley Stoke

St Mary's Catholic Primary School was founded to provide education for children of Catholic families. Catholic schools are inclusive, and we welcome applications from children who are not Catholic. However, where there are more applications than places available, allocations will be made in accordance with the over-subscription criteria listed below.

We aim to provide a Catholic education for all our pupils and that Catholic teaching and practice permeate every aspect of school life. We therefore hope that all parents will fully support the aims and Catholic ethos of the school.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round (see note 5). The governing body has set its admission number at 30 for pupils to be admitted to the reception year in the school year which begins in September 2022.

Subject to compliance with infant class size legislation, the governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admissions number.

### Children with an education, health and care plan (EHCP)

The admission of pupils with an EHCP (see note 1) is dealt with by a completely separate procedure. Children with an EHCP that names the school must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

### Over-subscription criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

Within each of the categories listed below, priority will be given to children who will have a brother or sister at the school at the time of enrolment (see note 6).

1. Catholic looked after and previously looked after children, including internationally adopted previously looked after children (see notes 2 and 3).
2. Catholic children who are resident in the school's designated parish of Holy Family (see notes 3 and 9).
3. Other Catholic children (see note 3).
4. Other looked after and previously looked after children, including internationally adopted previously looked after children (see note 2).
5. Children who are a catechumen (see note 4).
6. Any other children.

### Tie break

Where children have identical ranking, priority within categories 1, 2, 3 and 5 will be determined by random allocation (see below).

Priority within categories 4 and 6 will be given to those living closest to the school as measured between the address point of the child's home and a central point within the main school building using South Gloucestershire Council's computerised mapping system.



Where distances are equal, priority will be determined by random allocation (see below).

### Random allocation

Random allocation is the drawing of lots, supervised by a person independent of the school. Each child will be allocated a number. All the numbers will be placed into a hat or other suitable container and will be drawn out and ranked in the order that they were drawn.

For children of a multiple birth, only the allocated number of one of the children will be entered in the draw. Where this number is drawn, the other child or children will be deemed to have also been drawn. Lots will then also be drawn for these children to decide their individual ranking. This process will also be applied to brothers or sisters who are not from a multiple birth but are applying for a place in the same year group.

### Supporting evidence

For categories 1, 2, 3 and 5 supporting evidence must be provided. If you do not provide the supporting documentation e.g. a certificate of baptism, or of reception into the Church, or of reception into the order of catechumens, (as detailed in notes 3 and 4 below), your child cannot be placed within any of those categories and this may affect your child's chance of being offered a place. To be considered in the first round of allocations, it should be submitted to the school by 15 January 2022.

### Application procedures and timetable

To apply for a place at this school in the normal admission round (see note 5), you must complete a common application form available from the local authority in which you live. For those living in South Gloucestershire, applications may be made on-line at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) or on a paper form also available at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) and returned to South Gloucestershire Council, Department for People, PO Box 1955, Admissions and Transport Team, Bristol, BS37 0DE.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2022.

You will be advised of the outcome of your application on 19 April, by the local authority in which you live, on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the over-subscription criteria listed above, and you have the right of appeal to an independent appeal panel.

### Late applications

Late applications will be administered in accordance with your home local authority co-ordinated admissions scheme (available from your local authority). You are encouraged to ensure that your application is submitted on time.

### Admission of children below compulsory school age and deferred entry

A child reaches compulsory school age in the term following their fifth birthday. Where offered a place, a child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

## Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to reception rather than year 1. Any such request should be made in writing to the school office at the same time as the admission application is made on the common application form (for the child's chronological year group). The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to considering the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will consider the views of the parents and of appropriate medical and education professionals, as appropriate.

If the governing body agree in principle for a child to be admitted outside of their normal age group, it does not guarantee the child a place. The parent will again need to make an application on a common application form (for the outside age group) and, if necessary, the over-subscription criteria will be applied to determine if a place may be offered.

## Waiting lists

In addition to their right of appeal, unsuccessful parents will be offered the opportunity for their child's name to be placed on a waiting list. This waiting list will be maintained in order of the over-subscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last school day of the summer term. Each child added to the list will require the list to be ranked again in line with the above published over-subscription criteria.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

## In-year applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there is an available place. Application should be made in writing to the school office, using the school's in-year application form, that is available from the school.

Any supporting documentary evidence, for example, a baptism certificate or proof of a house move, should be provided with your application.

Where there are places available but more applications than places, the published over-subscription criteria, as set out above, will be applied.

If your application is refused, you will be offered the opportunity for your child to be added to the waiting list (see above).

The governing body will consider your application and you will be advised of the outcome of your application in writing, and if refused a place, you will have the right of appeal to an independent appeal panel.

## Fair access protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol (including over those on a waiting list). The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## Withdrawal

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.



## Notes

1. An EHCP is a plan made by the local authority under Section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in Section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order.

An 'internationally adopted previously looked after child' is a child who appears (to the admission authority) to have been in state care outside of England but ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. For someone to be treated as Catholic, written evidence of Catholic baptism or reception into the Church will be required. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Whilst a copy of the certificate may be accepted, the governors may request sight of the original. The governing body may request additional supporting evidence if the written documents that are provided do not confirm the fact that the person was baptised/received into a Catholic Church.

There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases, contact may be made with a Parish Priest for advice on how the question of baptism/reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church. The Priest may seek advice from Clifton Diocese. For the purposes of this policy, 'Catholic' includes a looked after child living with a family where at least one of the parents is confirmed as being Catholic.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens. Children must be at least 7 years old to be a catechumen, so the over-subscription criterion category no. 5, cannot be applied to any child less than 7 years old.
5. Within this policy, the 'normal admission round' means all new intake applications, submitted by the closing date and late applications received by the local authority up to 31 August, and so does not include in-year applications.

6. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
7. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
8. A child's 'home address' refers to the permanent address where the child usually lives with a parent or carer and should be the address provided on the common application form to the home local authority. Where parents have shared responsibility for a child and the child lives for part of the week with each parent, the home address will be the address where the child lives for at least 50% of the time.





# Diocese of Gloucester

## St Mary's Church of England Primary School, Thornbury

The aim of this policy is to provide clear information to parents and guardians regarding how to make an application for their child to be educated at St Mary's Church of England VA Primary School, Thornbury.

The governing body, in consultation with the Anglican Diocese of Gloucester, determines the admissions policy for the school and it is its intention to continue the tradition of Christian education in the local community.

The admission number for reception is 30.

Children are admitted to the school in September if they have reached their fourth birthday on or before 31 August of that year. Should the number of applications exceed places available then the governors will operate the following policy of priorities when offering places.

1. Children currently or previously in public care (looked after children or previously looked after children) (as defined by Section 22 of the Children Act 1989) for whom a place is requested by the relevant person/ authority, including those children who appear (to the admission authority) to have been in state care outside of England but ceased to be in state care as a result of being adopted (internationally adopted previously looked after children - IAPLAC) (as defined by the 2021 School Admissions Code).
2. Siblings<sup>1</sup> of children who are attending the school at the time of their sibling's admission and are also children of a worshipping member<sup>2</sup> of St Mary's Church, Thornbury and St Paul's Church, The Hackett, Thornbury. Completion of the church reference form, countersigned by the vicar, should be submitted direct to the school. The form is available from the school.
3. Siblings<sup>1</sup> of children who are attending the school at the time of their sibling's admission and are also children of a worshipping member<sup>2</sup> of any other Christian Church and who are resident in the Thornbury Parish. Completion of the church reference form countersigned by their vicar/minister should be supplied direct to the school. The form is available from the school.
4. Siblings<sup>1</sup> of children who are attending the school at the time of their sibling's admission and who live within the parish boundary of Thornbury. A map is available for inspection at the school.
5. Siblings<sup>1</sup> of children who are attending the school at the time of their sibling's admission and who live outside the parish boundary of Thornbury.
6. Children of a worshipping<sup>2</sup> member of St Mary's Church, Thornbury and St Paul's Church, The Hackett, Thornbury. Completion of the church reference form countersigned by the vicar should be supplied direct to the school. The form is available from the school.



7. Children of a worshipping<sup>2</sup> member of any other Christian Church and who is resident in the Thornbury Parish. Completion of the church reference form countersigned by their vicar/minister should be supplied direct to the school. The form is available from the school.
8. In the event of over-subscription in any of the above criteria, places would be offered based on those living closest to the school. Distances from home to the nearest school gate are measured using the method approved by the local authority.
9. Any remaining places will be offered based on those living closest to the school. Distances from home to the nearest school gate are measured using the method approved by the local authority.

In the event that during the period specified for attendance of worship the church building in question has been closed for public worship due to Covid-19, the requirements of admission in relation to attendance at church will only apply to the period when the church building has been available for public worship. Attendance at live-streamed or zoom services is acceptable.

<sup>1</sup>Children are siblings if:

- They are half or full brother/sister.
- They are adoptive brother/sister.
- They are children of the same household.

<sup>2</sup>Worshipping member is defined as a parent or guardian who attends a Christian church 12 or more times in a 12-month period.

## Education, health and care plans (ECPs)

The admissions procedure for children with EHCPs is different and these children take priority over all the above criteria. The local authority is responsible for issuing the EHCP and consulting parents and the governors of the school, if a preference has been made for the school, before the school is named in the EHCP.

## Waiting lists

In the event of over-subscription and a place not being available, a waiting list will be maintained until the end of October 2022 for any vacancies which occur, and then discarded. Priority order on the waiting list will be determined according to the over-subscription criteria for the school (above), not by the date of joining the waiting list.

## Tie-breaker

Where the school is over-subscribed and it is not possible to resolve allocation of places by the application of the over-subscription criteria set out above, any remaining places will be allocated by drawing lots. Lots will be drawn by an appropriate person, independent of the admissions process at the school, nominated by the Diocese of Gloucester.

## Other application requirements

Worshipping members of a church should ensure that details of the church attended are clearly stated in the additional information section of the application form. These forms should be returned direct to South Gloucestershire Council in accordance with their deadline date.

## Deferred admissions

Deferred admissions will be in line with the local authority's arrangements.



## Delayed admission

Summer born children (children born from the beginning of April to the end of August) reach compulsory school age in the September following their fifth birthday. If a parent/carer wishes for their summer-born child(ren) to start school in the reception year group in the September following their fifth birthday, St Mary's School governors will make a decision based on the circumstance of the individual case. In considering the individual case, the factors considered may include:

- the fact that, in the case of children born prematurely, they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional, cognitive or physical development is adversely affecting their readiness for school;
- whether they have previously been educated outside their normal age group.

To request a delayed admission, parents/carers must apply for a place during the standard application process timeline for their child's chronological age group, stating their reasons for requesting deferred entry to the following year. If they wish to delay their child's intake by a full school year, an appointment should be made to discuss this with the Head Teacher.

For other applications for a delayed entry, for example a child arriving in South Gloucestershire from overseas who has not experienced formal education, a placement out of year will be considered on an individual basis together with any supporting documentation.

It is essential to note that for a child without an EHCP any placement out of year will be considered afresh at each stage of transfer of school as the decision on the appropriateness of the transfer/placement rests with the receiving admission authority. Admission authorities will make decisions on the basis of the circumstances of each case. Parents/carers need to fully understand that this will mean that re-consideration will not only have to take place at the normal transfer time, for example transfer to secondary school, but also at any stage where a change of school is sought, for example, due to a house move.

Children placed in secondary school in a year group below their chronological age will reach statutory school leaving age before completing Key Stage 4 courses. Parents and carers would generally be expected to support their child's continuing school attendance beyond the statutory school leaving date in order to ensure completion of Key Stage 4. Parents and carers need to fully understand that, where an individual admission authority has indicated their willingness to accept a child placed out of year group, this will not guarantee a place at the preferred school as any application will be considered against the published admission criteria.

## Appeal procedure

Parents whose applications for places have been unsuccessful have the right to appeal against the decision of the governing body. Appeals will be arranged by the local authority, and will be conducted in accordance with the Code of Practice issued by the Secretary of State for Education and Employment under Section 84 of the School Standards and Framework Act 1998. Information on the appeal procedure can be obtained from the Head Teacher.

# Diocese of Bristol

## St Mary's Church of England Primary School, Yate

The published admission number for St Mary's is 45. Should the number of applications for reception places exceed 45, places will be allocated using the following over-subscription criteria, in order:

Children with an EHCP will be admitted, where the school is named within their EHCP. This is not a part of the oversubscription criteria.

**Firstly**, 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the governors) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

**Secondly**, to children whose 'parent/carer and/or the child' worship as part of a Christian Church. Applications must be supported by a minister confirming attendance over the last three years, using the supplementary form which is available from the school office (this is to be sent directly to the school).

Applicants under this criterion will be considered by the governors based on information provided on the supplementary form. Church/place of worship representatives must confirm if the parent/carer and/or the child are regular worshippers. We define regularity in this context under three groups:

**Group 1:** The child is a member of Group 1 if the parent/carer and/or the child are very regular worshippers. This means attending worship at a Christian Church/place of worship three or more times a month for a minimum of the last three years as at the date of application.

**Group 2:** The child is a member of Group 2 if the parent/carer and/or the child are regular worshippers. This means attending worship at a Christian Church/place of worship two or more times a month for a minimum of the last two years as at the date of application.

**Group 3:** The child is a member of Group 3 if the parent/carer and/or the child are occasional worshippers. This means normal attendance for worship at a Christian Church/place of worship is a minimum of once a month during the past year as at the date of application.

In this context a Christian Church/place of worship means:

- The Church of England or other Anglican Church, or
- A Christian Church which is in membership of Churches Together in England (or its partner bodies in Scotland, Wales & Ireland), or
- Church or a congregation, which can provide evidence of affiliation to the Evangelical Alliance.



'Worship' in the above context includes not only Sunday services, but also weekday ones and it includes Sunday School or equivalent on a Sunday or on another day, so long as the group is primarily about worship. 'Minimum of years': Parents/carers should calculate the minimum number of years' attendance as including the period up to the date of completion of the application form.

In the event that during the period specified for attendance at worship, the Church/place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the Church/place of worship has been open, or when alternative premises have been available for public worship.

Applicants will be ranked according to their group, with Group 1 being the highest rank and Group 3 being the lowest.

Governors recognise that St Mary's is a school that serves many different communities. We are therefore placing a cap on the number of applications that will be considered under the faith criteria. This is limited to 8. Any applications we have above this will be considered on any other relevant categories (siblings or distance) as defined in the remainder of this document.

In the event of a tie break in this over-subscription criteria, priority will be given firstly to criteria three as described below; students who have a sibling on roll at the school at the time the child is admitted and secondly to criteria four as described below; distance from school.

Whilst we are a Church of England primary school, St Mary's welcomes applications from children and families of all faiths. Applications from families and children of other faiths will be considered against the first, third and fourth criteria of the admissions policy, as described below.

**Thirdly** to children who already have a sibling on roll in the school at the time when the child is admitted. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. In the event of a tie break places will be allocated as outlined in criteria four.

**Fourthly** all other children, beginning with those whose home address is closest to the school. Distances are determined as a straight line from the **home address** to a central point of the school buildings. These distances are calculated using the local authority's computerised mapping technology.

The home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s) at the time of application. The governors cannot accept the address of a business, relative, friend, childminder, a temporary address, or an address of a house it is intended to move to or one that is not yet habitable. The only exceptions are for children of UK service personnel for whom special arrangements apply. The governors reserve the right to seek documentary evidence to support a claim of residence.

Where the child spends time with each parent/carer equally at two different addresses, governors will ask for proof of the arrangements and will determine the appropriate address to be used in allocating a school place. In reaching this decision, evidence may be requested to show the address to which any child benefit or universal credit is paid. Any other evidence provided by parents/carers which may include a specific issue order will also be considered in reaching a decision on the home address for school admissions purposes.

The closing date for on time applications for places in reception is published by the local authority. Applications for reception received after the closing date are 'late applications' and will not normally be considered for the initial allocation of places.

If places become available following the initial allocation of places for the reception year, the same criteria will be applied to late applications, or applications for children whose parents have indicated in writing that they still wish to be considered for a place.

Deferred admissions will be in line with South Gloucestershire Council arrangements and the School Admissions Code:

Where a child is offered a place at a school:

a) that child is entitled to a full-time place in the September following their fourth birthday; b) the child's parents can defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents may request that a child is admitted out of their age group; for example, a place to be deferred for a year and a child admitted into reception rather than year 1. For requesting admission out of the normal age group, such a request must be sent to the governing body, at the time of submitting their request for a place at St Mary's.

The full governing body will make a decision on the basis of the circumstances of each case and in the best interest of the child concerned. This will include taking account of 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Parents will be notified of the governing body's decision within one school term.

For admission during the school year, the number of children in any single year group will not exceed 45. If places become available in any year group during the year they will be allocated to new children of the appropriate age, following the over-subscription criteria above.

All applicants will be admitted if the school is not over-subscribed.

### Right to appeal

If the school is full in the relevant year group and a place is not offered there is a right of appeal against this decision to an independent appeal panel. Where the child has an EHCP, the appeal is to the Special Educational Needs and Disability Tribunal.

### Waiting list

In the event of over-subscription and refusal of applications for places, a waiting list will be maintained for any vacancies which occur. Once the initial waiting list has been established for places in reception, ranked by the criteria above, any additional applications will be added to the list, using the same over-subscription criteria. Any in-year application will be ranked according to our over-subscription criteria and placed on the waiting list on this basis, not based on the date of application. Waiting lists for reception intake are kept until 31 December in the admissions year. Waiting lists for in-year places will be kept until the 31 August of the academic year that they are compiled in.

### Tie-breaker

Where the school is over-subscribed and it does not prove possible to resolve allocation of places by the application of the over-subscription criteria set out above, any remaining places will be allocated by drawing lots. Lots will be drawn by an appropriate person, independent of the admissions process at the school.



### Children with an education, health and care plan (EHCP)

There is a different procedure for the admission to school for children with an EHCP: it is administered by the local authority in whose area the family lives. The local authority is responsible for issuing the EHCP and consulting parents and the governing body of St Mary's, if a preference has been made for the school, before the school is named in the EHCP.

### Parental disputes

The governors can process only one application per child from one address for a school place. It is therefore important that parents/carers sharing responsibility for a child, and a child living at more than one address, agree on the application for a school place.

The governors are unable to resolve parental disputes and if the parents/carers do not agree, or submit more than one application, the allocation of a school place may be delayed until an agreement is reached.

### Reception applications

For children living in South Gloucestershire, applications for a reception place at the school should be made on-line at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) or on a paper form also available at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) and sent to South Gloucestershire Council, Department for People, Admissions and Transport Team, PO Box 1955, Bristol BS37 0DE. For children living outside of South Gloucestershire, application should be made to the local authority for the area where they live.



# Diocese of Clifton

## St Paul's Catholic Primary School

St Paul's Catholic Primary School was founded to provide education for children of Catholic families. Catholic schools are inclusive, and we welcome applications from children who are not Catholic. However, where there are more applications than places available, allocations will be made in accordance with the over-subscription criteria listed below.

We aim to provide a Catholic education for all our pupils and that Catholic teaching and practice permeate every aspect of school life. We therefore hope that all parents will fully support the aims and Catholic ethos of the school.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round (see note 5). The governing body has set its admission number at 30 for pupils to be admitted to the reception year in the school year which begins in September 2023.

Subject to compliance with infant class size legislation, the governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number (PAN).

### Children with an education, health and care plan (EHCP)

The admission of pupils with an EHCP is dealt with by a completely separate procedure. Children with an EHCP that names the school must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

### Over-subscription criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

Within each of the categories listed below, priority will be given to children who will have a brother or sister at the school at the time of enrolment (see note 6).

1. Catholic looked after and previously looked after children (see notes 2 and 3).
2. Catholic children who are resident in the school's designated parishes of St Lawrence's Church, Chipping Sodbury and St Paul's Church, Yate (see notes 3 and 9).
3. Other Catholic children (see note 3).
4. Other looked after and previously looked after children (see note 2).
5. Children who are a catechumen (see note 4).
6. Any other children.

### Tie break

Where children have identical ranking, priority within each of the categories 1, 2, 3 and 5 will be determined by random allocation (see below).

Priority within categories 4 and 6 will be given to those living closest to the school as measured by a direct line between the child's home and the school using South Gloucestershire Local Authority's computerised system.

Where distances are equal, priority will be determined by random allocation (see below).



## Random allocation

Random allocation is the drawing of lots, supervised by a person independent of the school. Each child will be allocated a number. All the numbers will be placed into a hat or other suitable container and will be drawn out and ranked in the order that they were drawn.

For children of a multiple birth, only the allocated number of one of the children will be entered in the draw. Where this number is drawn, the other child or children will be deemed to have also been drawn. Lots will then also be drawn for these children to decide their individual ranking. This process will also be applied to brothers or sisters who are not from a multiple birth but are applying for a place in the same year group.

## Supporting evidence

For categories 1, 2, 3 and 5 supporting evidence must be provided. If you do not provide the supporting documentation e.g. a certificate of baptism, or of reception into the Church, or of reception into the order of catechumens (as detailed in notes 3 and 4 below), your child cannot be placed within any of those categories and this may affect your child's chance of being offered a place. To be considered in the first round of allocations, it should be submitted to the school (or local authority if\* they will accept it) by 15 January 2023.

\*NB whilst some local authorities may accept supporting documentation, others do not. It is therefore recommended you send it to the school.

## Application procedures and timetable

To apply for a place at this school in the normal admission round (see note 5), you must complete a common application form (CAF) available from the local authority in which you live. For those living in South Gloucestershire applications may be made on-line at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) or on a paper form also available at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) and sent to South Gloucestershire Council Department for People, Admissions and Transport Team, PO Box 1955, Bristol BS37 0DE.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions, 15 January 2023.

You will be advised of the outcome of your application on 17 April by the local authority in which you live on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the over-subscription criteria listed above, and you have the right of appeal to an independent appeal panel.

## Late applications

Late applications will be administered in accordance with your home local authority primary co-ordinated admissions scheme (available from your local authority). You are encouraged to ensure that your application is submitted on time.

### Admission of children below compulsory school age and deferred entry

A child reaches compulsory school age in the term following their fifth birthday. Where offered a place, a child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to reception rather than year 1. Any such request should be made in writing to the school office at the same time as the admission application is made on the local authority CAF (for the child's chronological year group). The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to considering the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will consider the views of the parents and of appropriate medical and education professionals, as appropriate.

If the governing body agree in principle for a child to be admitted outside of their normal age group, it does not guarantee the child a place. The parent will again need to make an application on a local authority CAF (for the outside age group) and, if necessary, the over-subscription criteria will be applied to determine if a place may be offered.

### Waiting lists

In addition to their right of appeal, unsuccessful parents will be offered the opportunity for their child's name to be placed on a waiting list. This waiting list will be maintained in order of the over-subscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last school day of the summer term. Each child added to the list will require the list to be ranked again in line with the above published over-subscription criteria.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

### In-year applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there is an available place. Application should be made in writing to the school office.

Any supporting documentary evidence, for example, a baptism certificate or proof of a house move, should be provided with your application.

Where there are places available but more applications than places, the published over-subscription criteria, as set out above, will be applied.

If your application is refused, you will be offered the opportunity for your child to be added to the waiting list (see above).



The governing body will consider your application and you will be advised of the outcome of your application in writing, and if refused a place, you will have the right of appeal to an independent appeal panel.

### Fair access protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol (including over those on a waiting list). The governing body has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

### Withdrawal

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

### Notes

1. An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in Section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. For someone to be treated as Catholic, written evidence of Catholic baptism or reception into the Church will be required. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Whilst a copy of the certificate may be accepted, the governors may request sight of the original. The governing body may request additional supporting evidence if the written documents that are provided do not confirm the fact that the person was baptised/received into a Catholic Church.

There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases, contact may be made with a Parish Priest for advice on how the question of baptism/reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church. The Priest may seek advice from Clifton Diocese.

For the purposes of this policy, 'Catholic' includes a looked after child living with a family where at least one of the parents is confirmed as being Catholic.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens. Children must be at least 7 years old to be a catechumen, so the over-subscription criterion category no. 5, cannot be applied to any child less than 7 years old.
5. Within this policy, the 'normal admission round' means all new intake applications, submitted by the closing date and late applications received by the local authority up to 31 August, and so does not include in-year applications (see above).

6. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
7. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
8. A child's 'home address' refers to the permanent address where the child usually lives with a parent or carer and should be the address provided in the CAF to the home Local Authority. Where parents have shared responsibility for a child and the child lives for part of the week with each parent, the home address will be the address where the child lives for at least 50% of the time.



# Special schools

Contact details / Head teacher	Type of provision	Age range
<b>Culverhill Academy (part of the Enable Trust)</b>		
Kelston Close, Yate Bristol BS37 8SZ	Complex learning difficulties	7 – 16
📞 01454 866930		
✉️ <a href="mailto:office@culverhillschool.org.uk">office@culverhillschool.org.uk</a>		
🌐 <a href="http://www.culverhillschool.org.uk">www.culverhillschool.org.uk</a>		
Head Teacher – Mr C Walker		
<b>New Horizons Learning Centre</b>		
Courtney Road Campus, Courtney Road Kingswood, Bristol BS15 9RD	Behavioural, emotional and social difficulties	4 – 11
📞 01454 865222		
✉️ <a href="mailto:enquiries@newhorizonslc.org.uk">enquiries@newhorizonslc.org.uk</a>		
🌐 <a href="http://www.newhorizonslc.org.uk">www.newhorizonslc.org.uk</a>		
Executive Head Teacher – Mrs T Craig		
<b>New Siblands Academy (part of the Enable Trust)</b>		
Gillingstool, Thornbury Bristol BS35 2EG	Severe and profound learning difficulties	2 – 19
📞 01454 866754		
✉️ <a href="mailto:enquiries@newsiblands.org.uk">enquiries@newsiblands.org.uk</a>		
🌐 <a href="http://www.newsiblands.org.uk">www.newsiblands.org.uk</a>		
Head Teacher – Mr K Hemmings		
<b>Warmley Park</b>		
Tower Road North, Warmley Bristol BS30 8XL	Severe learning difficulties (including learning and communication for pupils with autism)	2 – 19
📞 01454 867272		
✉️ <a href="mailto:school@warmleyparkschool.org.uk">school@warmleyparkschool.org.uk</a>		
🌐 <a href="http://www.warmleyparkschool.org.uk">www.warmleyparkschool.org.uk</a>		
Head Teacher – Miss L Parker		
<b>SGS Pegasus (Free School)</b>		
Hempton Lane, Patchway Bristol BS32 4AJ (located on the Patchway Community School site)	Autistic spectrum disorder	4 – 18
📞 01454 568200		
✉️ <a href="mailto:pegasusschool@sgscol.ac.uk">pegasusschool@sgscol.ac.uk</a>		
🌐 <a href="http://www.sgspegasusschool.co.uk">www.sgspegasusschool.co.uk</a>		
Acting Head Teacher – Mr M John		



## Soundwell Academy (Free School) \*

St Stephen's Road, Kingswood,  
Bristol BS16 4RL

📞 01454 862020

✉ [info@soundwell.learnmat.uk](mailto:info@soundwell.learnmat.uk)

🌐 [www.soundwell.learnmat.uk](http://www.soundwell.learnmat.uk)

Head Teacher – Mr C Abbs

Social, emotional and mental health /  
speech language and communication needs

5 – 19

\* This is an academy for young people in the Bristol, South Gloucestershire and Bath & North East Somerset area.

Placement at special schools will always be decided centrally by the Department for People.



# Special resource bases/access centres

Contact details / Head teacher	Type of provision	Age range
<b>Blackhorse Primary Resource Base</b>		
Blackhorse Lane, Emersons Green Bristol BS16 6TR ☎ 01454 866570 ✉ <a href="mailto:office@blackhorsepri.org.uk">office@blackhorsepri.org.uk</a> 🌐 <a href="http://www.blackhorseprimary.org.uk">www.blackhorseprimary.org.uk</a> Head Teacher – Mr S Botten Assistant Head Teacher in Charge of Inclusion – Mrs J Taylor	Autism and social and communication difficulties	4 – 11
<b>Charborough Road Primary Resource Base</b>		
Charborough Road, Filton Bristol BS34 7RA ☎ 01454 867220 ✉ <a href="mailto:office@charboroughroadprimary.org.uk">office@charboroughroadprimary.org.uk</a> 🌐 <a href="http://www.charboroughroadprimary.org.uk">www.charboroughroadprimary.org.uk</a> Head Teacher and Head of Resource Base – Mr M Lankester	Speech, language and communication difficulties	4 – 11
<b>Emersons Green Primary Resource Base</b>		
Guest Avenue, Emersons Green Bristol BS16 7GA ☎ 01454 867474 ✉ <a href="mailto:admin@egps.org.uk">admin@egps.org.uk</a> 🌐 <a href="http://www.emersonsgreenprimary.co.uk">www.emersonsgreenprimary.co.uk</a> Head of School – Mrs S Young Executive Head Teacher – Mr S Botten	Physical disabilities and visual impairment	4 – 11
<b>Lyde Green Primary Access Centre</b>		
Willowherb Road, Emersons Green Bristol BS16 7LH ☎ 01454 823150 ✉ <a href="mailto:theschool@lydegreen.org.uk">theschool@lydegreen.org.uk</a> 🌐 <a href="http://www.lydegreen.org.uk">www.lydegreen.org.uk</a> Head Teacher – Mr M Jackson Access Centre Lead – Mrs L Wilcox	Autistic spectrum disorder	4 – 7
<b>Woodlands Primary Resource Base</b>		
Sundridge Park, Yate Bristol BS37 4HB ☎ 01454 866535 ✉ <a href="mailto:admin@woodlandsprimaryyate.co.uk">admin@woodlandsprimaryyate.co.uk</a> 🌐 <a href="http://www.woodlandsprimaryyate.co.uk">www.woodlandsprimaryyate.co.uk</a> Head Teacher – Mrs R Dean	Hearing impairment	4 – 11

Placement at special resource bases/access centres will always be decided centrally by the Department for People.

# School term and holiday dates

## 2023-2024 academic year

SEPTEMBER 2023					
Monday	4	11	18	25	
Tuesday	5	12	19	26	
Wednesday	6	13	20	27	
Thursday	7	14	21	28	
Friday	1	8	15	22	29
Saturday	2	9	16	23	30
Sunday	3	10	17	24	

OCTOBER 2023					
Monday	2	9	16	23	30
Tuesday	3	10	17	24	31
Wednesday	4	11	18	25	
Thursday	5	12	19	26	
Friday	6	13	20	27	
Saturday	7	14	21	28	
Sunday	1	8	15	22	29

NOVEMBER 2023					
Monday	6	13	20	27	
Tuesday	7	14	21	28	
Wednesday	1	8	15	22	29
Thursday	2	9	16	23	30
Friday	3	10	17	24	
Saturday	4	11	18	25	
Sunday	5	12	19	26	

DECEMBER 2023					
Monday	4	11	18	25	
Tuesday	5	12	19	26	
Wednesday	6	13	20	27	
Thursday	7	14	21	28	
Friday	8	15	22	29	
Saturday	2	9	16	23	30
Sunday	3	10	17	24	31

JANUARY 2024					
Monday	1	8	15	22	29
Tuesday	2	9	16	23	30
Wednesday	3	10	17	24	31
Thursday	4	11	18	25	
Friday	5	12	19	26	
Saturday	6	13	20	27	
Sunday	7	14	21	28	

FEBRUARY 2024					
Monday	5	12	19	26	
Tuesday	6	13	20	27	
Wednesday	7	14	21	28	
Thursday	1	8	15	22	29
Friday	2	9	16	23	
Saturday	3	10	17	24	
Sunday	4	11	18	25	

MARCH 2024					
Monday	4	11	18	25	
Tuesday	5	12	19	26	
Wednesday	6	13	20	27	
Thursday	7	14	21	28	
Friday	1	8	15	22	29
Saturday	2	9	16	23	30
Sunday	3	10	17	24	31

APRIL 2024					
Monday	1	8	15	22	29
Tuesday	2	9	16	23	30
Wednesday	3	10	17	24	
Thursday	4	11	18	25	
Friday	5	12	19	26	
Saturday	6	13	20	27	
Sunday	7	14	21	28	

MAY 2024					
Monday	6	13	20	27	
Tuesday	7	14	21	28	
Wednesday	1	8	15	22	29
Thursday	2	9	16	23	30
Friday	3	10	17	24	31
Saturday	4	11	18	25	
Sunday	5	12	19	26	

JUNE 2024					
Monday	3	10	17	24	
Tuesday	4	11	18	25	
Wednesday	5	12	19	26	
Thursday	6	13	20	27	
Friday	7	14	21	28	
Saturday	1	8	15	22	29
Sunday	2	9	16	23	30

JULY 2024					
Monday	1	8	15	22	29
Tuesday	2	9	16	23	30
Wednesday	3	10	17	24	31
Thursday	4	11	18	25	
Friday	5	12	19	26	
Saturday	6	13	20	27	
Sunday	7	14	21	28	

AUGUST 2024					
Monday	5	12	19	26	
Tuesday	6	13	20	27	
Wednesday	7	14	21	28	
Thursday	1	8	15	22	29
Friday	2	9	16	23	30
Saturday	3	10	17	24	31
Sunday	4	11	18	25	

■ Bank Holidays ■ School Holidays ■ School Day

### Notes:

- The term dates shown here apply only to community and voluntary controlled schools (within these dates schools will set aside 5 days for teacher training).
- Voluntary aided schools and academies are responsible for setting their own dates.
- Parents/carers are advised to check with individual voluntary aided schools and academies.



Apply on-line at: [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions)

# Useful contact details

The following services may offer support in admission to school in appropriate cases:

## Access and Response

Managers: Daisy White and Mike Skilbeck  
Department for People  
South Gloucestershire Council  
PO Box 1955, Bristol, BS37 0DE

📞 01454 866000

📠 01454 864380

✉ [accessandresponse@southglos.gov.uk](mailto:accessandresponse@southglos.gov.uk)

## Department for People

South Gloucestershire Council  
PO Box 1955, Bristol, BS37 0DE

Telephone: 01454 868008

📠 01454 868420

✉ [cis@southglos.gov.uk](mailto:cis@southglos.gov.uk)

🌐 [www.southglos.gov.uk](http://www.southglos.gov.uk)

## Department for Education

23 Great Smith Street, London, SW1P 3DJ

📞 0370 000 2288

🌐 [www.gov.uk/government/organisations/department-for-education](http://www.gov.uk/government/organisations/department-for-education)

## Education and Health Care Plan Co-ordination Team

South Gloucestershire Council  
Department for People  
PO Box 1955, Bristol, BS37 0DE

General Enquiries: 📞 01454 865137

## Ethnic Minority and Traveller Achievement Service

Integra, South Gloucestershire Council  
Department for People  
PO Box 1953, Bristol, BS37 0DB

📞 01454 867171

✉ [info@integra.co.uk](mailto:info@integra.co.uk)

## Ofsted

Clive House, 70 Petty France, London

**Telephone:** 📞 **0300 123 1231 (General Enquiries)**

Helpline open from 8am to 5pm (Monday to Friday)

✉ [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

🌐 [www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted)

## SEND and YOU

3rd Floor, Royal Oak House, Royal Oak Avenue,  
Bristol, BS1 4GB

SEND and YOU provides the statutory SENDIAS Service for South Gloucestershire. SENDIAS stands for Special Educational Needs and Disability Information, Advice and Support.

## What we do

We provide information, advice and support about special educational needs or disabilities (SEND) to children, young people up to the age of 25 and their parents. Our service is free, confidential and impartial.

## How we help

We provide an information, advice and support (IAS) phone line and email service. The information, advice and support line staff are all trained in SEND law. We will listen to your queries and concerns and provide you with information, advice and support on all kinds of SEND issues at every stage of education - from the time of your first concerns, into further education and adulthood.

## Contact us

📞 **0117 989 7725** Monday to Friday -  
9.30am to 4.30pm all year round.

🌐 [www.sendandyou.org.uk](http://www.sendandyou.org.uk)

✉ [support@sendandyou.org.uk](mailto:support@sendandyou.org.uk)

## Sensory Support Service

Head of Service: Joao Roe

Elmfield House, Greystoke Avenue,  
Westbury-on-Trym, Bristol, BS10 6AY

📞 **0117 903 8441**

📞 **07557 202045**

📞 **0117 903 8440**

✉ [sensorysupportservice@bristol.gov.uk](mailto:sensorysupportservice@bristol.gov.uk)

🌐 [www.sensorysupportservice.org.uk](http://www.sensorysupportservice.org.uk)



# Glossary of terms

## Academies

Academies are independent state funded schools. Academies are not accountable to the local authority but are accountable to the Secretary of State. Schools with academy status are their own admission authority and have greater control in delivering the curriculum, have greater control over their budget and hold land and buildings under a long term lease. Academies work alongside other schools in South Gloucestershire in order to raise standards and share areas of expertise.

## Admission authority

For every school, there is an admission authority. This is the body which has the legal responsibility for the admission arrangements for the school. In the case of community and voluntary controlled schools, the admission authority is the local authority. In the case of voluntary aided schools, academies, foundation trust schools, university technical colleges and studio schools, the admission authority is the governing body of the school.

## Admission criteria

The list of criteria an admission authority must adopt for its school(s) setting out how priority is given in admission arrangements. These are used only when the school is over-subscribed to decide which children will be offered a place.

## Admission number

The number of school places that the admission authority for the school must offer in each relevant age group of a school for which it is admission authority.

## Appeal

Parents/carers have the right of appeal to an independent appeal panel concerning the decision not to offer a place at the preferred school. Parents/carers are invited to attend the hearing.

## Area of prime responsibility (APR)

This is a defined geographical area. Where an APR exists, the area indicates to parents/carers the school(s) which normally serve the home address. When allocating places South Gloucestershire Council will give priority to those children who live within the APR of the school.

## Children in public care (see also children previously in public care)

Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admission legislation children in public care are considered as such only if the local authority confirms he or she will be in public care when he or she is admitted to a school.

## Children previously in public care

Children previously in public care are children who were in public care, but ceased to be so because they were adopted (or became subject to a residence order/child arrangement order or special guardianship order).

## Children who are internationally adopted previously looked after children

Children who appear to the admission authority to have been in state care outside England but ceased to have been in state care as a result of being adopted.

## Closing date

The closing date for on time applications is 15 January 2023.

## Cohort

A group of children taught within the same year group.



### Community and voluntary controlled schools

South Gloucestershire Council is the admission authority for community and voluntary controlled schools and is responsible for determining the admission arrangements and allocating school places.

### Consortium area

A Consortium Area is an Area of Prime Responsibility that is served by two schools or more.

### Co-ordinated admissions/co-ordinated scheme

Co-ordinated schemes must be consulted upon across all relevant admission authorities and determined in the year prior to which they are to apply. All local authorities are required to co ordinate primary and secondary admissions for all schools in their area. Although individual admission authorities rank all applicants in order of priority for admission, offers are sent out by the relevant local authority on the locally agreed date.

### Deferred admission

In South Gloucestershire, children are able to attend school from the beginning of the school year in which they will become five. If parents/carers wish they may apply for a place at the normal time but request that their child does not attend until later in the school year. If the place is allocated, it will be reserved but must be taken up at the beginning of either the January (Term 3) or April (Term 5) terms, according to the child's date of birth. Children must be in attendance at a school by the beginning of the term after their fifth birthday.

### Delayed admission

A parent/carer may request that their child's admission to school is delayed. Where there is professional agreement by the admission authority of the school that joining a lower year group is in the best interest of the child, delayed admission to school outside of the normal age group will be considered.

### Denominational schools

These schools are voluntary aided schools, run in partnership between South Gloucestershire Council and the Church; in South Gloucestershire currently all these schools are either Catholic, Church of England or CE/ Methodist. The "Infant, junior and primary schools" section gives full details of all the maintained schools in South Gloucestershire, including those schools that have voluntary aided status. In these schools, the individual governing body for the school is the admission authority.

### Determined admission arrangements

The determined admission arrangements are the admission arrangements which have been formally agreed by the admission authority for the school concerned. For community and voluntary controlled schools, the admission arrangements are determined by the local authority. In voluntary aided schools, trust schools and academies, the admission arrangements are determined by the governing body. Determined admission arrangements include the criteria to be applied when there are more applications than places available.

### Education, health and care plan (EHCP)

AN EHCP is for children and young people who have special educational needs and/ or a disability and where an assessment of education, health and social care needs has been agreed by a multi-agency group of professionals. It is available from birth to age 25.

### Federation

A (hard) federation is where one governing body takes responsibility for more than one school. Under such an arrangement the schools remain as separate entities with separate staff and separate funding but some staff can be shared. Having one governing body means that common policies and employment practices can be established.



### Home address

You must apply using your child's permanent home address as at 15 January 2023. The home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s). South Gloucestershire Council cannot accept an address of a business, relative, friend, childminder, a temporary address or an address of a house it is intended to move to or one that is not yet habitable. The only exceptions are for children of UK service personnel for whom special arrangements apply.

South Gloucestershire Council reserves the right to seek documentary evidence to support a claim of residence.

### Infant class size limit

Section 1 of the School Standards and Framework Act 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of five, six, and seven during the school year) to 30 pupils per school teacher.

### Local authority

South Gloucestershire Council is the local authority for South Gloucestershire residents. The Admissions and Transport Team administers the admissions process and is based in the Department for People at Badminton Road Offices, Yate, South Gloucestershire, BS37 5AF.

### Local siblings

In South Gloucestershire children are defined as local siblings if:

- they live within the APR; **or**,
- where there is no APR, local siblings will be deemed to be those living up to a maximum of three miles from school by straight line measurement; **or**,
- where the distance is over three miles but the school is still the nearest school;

### AND

- they are full or half brother or sister; **or**
- they are adoptive brother or sister; **or**
- they are children of the same household;

### AND

- the sibling is already in attendance at the preferred school and will be in attendance at the time of admission (statutory school age only).

For the purposes of the local sibling criterion, a paired infant and junior school will be treated as one school.

For the purposes of the local sibling criterion, a brother or sister of a child previously admitted to a school through an EHCP will be treated as a local sibling regardless of the home address.

Please note that the offer of a place at any particular school does not guarantee an offer of a place for a sibling at a later date. Different authorities will vary in the priority that they give to siblings.

### Nearest appropriate school (as defined by South Gloucestershire Council)

This may be the next geographically nearest school with a place available, or a school within the Consortium Area or Area of Prime Responsibility serving the home address with a place available, or the next nearest school able to meet a child's identified special educational needs.

### Nearest available walking route (including measurement of distance)

For the assessment of transport entitlement distances from home to school are measured using the nearest available walking route to the nearest school gate. Walking distances are determined using the South Gloucestershire Council routes to school mapping system. See also 'Statutory walking distance'.

### Out of area siblings

In South Gloucestershire children are defined as out of area siblings if:

- they live outside the APR;

**AND**

- they are full or half brother or sister; **or**
- they are adoptive brother or sister; **or**
- they are children of the same household;

**AND**

- the older sibling is already in attendance at the preferred school and will be in attendance in September 2023 (statutory school age only).

### Over-subscription criteria (see also 'admission criteria')

This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.

### Parent (parental responsibility)

Both a child's parents will have parental responsibility for the child if they are married and are the child's natural parents. If the parents of a child are not married to each other, the mother automatically has parental responsibility, but the father does not. He can subsequently acquire parental responsibility by the following means:

- a parental responsibility agreement;
- becoming registered as the child's father on the birth certificate;
- an order of the court granting him parental responsibility or a residence order.

Other persons can acquire parental responsibility for a child in the following ways:

- being granted a residence order;
- being appointed a guardian or special guardian;
- adopting the child.

A local authority can acquire parental responsibility for a child under a care order or an emergency protection order. Only the parent with legal responsibility may complete and submit the school place application.

### Parental/carers preference

Parents/carers have the right to express a preference for the school they wish their child to attend. This right to express a preference is set out in the School Standards and Framework Act 1998. South Gloucestershire Council, as admission authority, must comply with parental/carers preference regarding parents/carers preference for school except:

- when to do so would prejudice the provision of efficient education or the efficient use of resources; or
- where to do so would result in exceeding the limit on infant class sizes, as imposed by Section 1(6) of the School Standards and Framework Act 1998;
- when a child has been permanently excluded from two or more schools and the most recent exclusion has taken place within two years;
- when allocating places through the Fair Access Protocol.

Applications for places will be considered against the published admission criteria without reference to the applicants' order of preference. Where applicants meet the criteria for more than one school, the final offer will be the highest ranked school with a place available.



### Phasing full time admission

New reception year children who start school in September may have the opportunity of part time attendance until Term 2 (December 2023). Parents/carers should contact individual schools for details of the arrangements which apply in these schools. This does not apply to children starting school at any other time of the year.

### Routes to school mapping system

The routes to school mapping system that is used by the Department for People in determining transport entitlement comprises:

- a) Routes that are Public Highway maintained by South Gloucestershire Council as the Highway Authority.
- b) Man-made surfaced roads, tracks and paths on South Gloucestershire Council owned land.
- c) Potentially adopted highways that are covered by adoption agreements with developers. Although these lengths of highway are not maintained by South Gloucestershire Council, but by the developer, the land on which the adoptable roads and footpaths have been constructed is dedicated as public highway. This dedication occurs on the issuing of 'Certificate 1' under the terms of the adoption agreement, prior to first occupation. To meet the requirements of Certificate 1 the roads and footpaths must be surfaced to base course level and lit. Wherever possible the roads and footpaths on new developments, satisfying the 'Certificate 1' criteria are included so as not to disadvantage individuals moving onto new developments.
- d) Only gates/entrances to schools recognised by the routes to school mapping system will be used to determine routes to school.

The following routes are not included:

- Isolated/remote Public Rights of Way – although a highway, the surface is private and unpredictable; they are generally not lit.
- route(s) through private land.

See also 'Nearest available walking route'.

### School term and holiday dates

The school term and holiday dates are arranged in six terms (the three traditional terms are divided into two terms each). The school term and holiday dates for the academic year 2023-2024 are provided in this guide.

### Special educational needs (SEN)

A child with special educational needs may have learning difficulties or disabilities which make it harder for them to learn or access education than most other children of the same age. Children with an EHCP follow the arrangements set out in the SEND Code of Practice for admission to school and are not subject to the general admission arrangements set out in this guide.

### Special resource bases/access centres

A special resource base/access centre is a specialist provision, operated within a mainstream school or academy. Special resource bases/access centres provide time-limited or long-term placements on either a part-time or full-time basis and offer the opportunity for assessment and planning around the individual needs of pupils with special educational needs and/or a disability.

### Statutory school age

Children starting school must be in attendance by the term after their fifth birthday i.e. at the beginning of either the January (Term 3) or April (Term 5) terms, according to a child's date of birth. Summer born children (born between 1 April and 31 August) are not of statutory school age until the following September but are normally admitted to school in the September following their fourth birthday. This means they can benefit from three years of infant education and join the reception class at the age of four.

### Statutory walking distance

The statutory walking distance is “measured by the shortest route along which a child accompanied as necessary may walk with reasonable safety” between home and the nearest school gate. Distances are measured from home to the nearest school gate using the South Gloucestershire Council routes to school mapping system. The council is unable to consider distances calculated using other measurement tools. See also “Straight line distance” and “Nearest available walking route”.

### Straight line distance

In determining which applicants live closest to school, distances from home to school will be measured in a straight line between the address point of the child’s home and a central point within the main school building. Applications for assistance with transport are assessed using the nearest available walking route. See also “Nearest available walking route”.

### Supplementary forms

Parents/carers who list their preferred schools on the common application form are regarded as having made a valid application. However for applicants at denominational schools supplementary application forms may be required to be completed in addition to the common application form. Parents/carers are advised to check with the individual school concerned.

### Under-subscribed schools

A school is under-subscribed when the number of applications for places is fewer than the admission number of the school.

### Voluntary aided (VA) schools

In a voluntary aided school the governing body is the admission authority and its over-subscription criteria will normally differ from those used by South Gloucestershire Council. The governing body will, therefore, determine how places are to be allocated, but under co-ordinated arrangements applications for all schools (including voluntary aided schools) are made on the single South Gloucestershire application form. All school places are offered by South Gloucestershire Council, including those at voluntary aided schools where offers are made on behalf of the governing body.

### Voluntary controlled (VC) schools

South Gloucestershire Council is the admission authority for voluntary controlled schools and is responsible for determining the admission arrangements and allocating places.



Every effort has been made to ensure the accuracy of the information in this booklet.  
Some details may have changed since publication.

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