

## **2023/24 ACADEMIC YEAR PRIMARY ADMISSIONS CRITERIA**

### **How to make an application for a place**

Cheddar Grove Primary School is part of an Academy and as such the Governing Body is the admissions authority. However, the Academy uses the admissions service of Bristol City Council to help in the administration of the admissions process, including allocations, and rankings. All applications for admissions must be submitted to your home Local Authority (LA) by the published closing date.

### **Published Admissions Number**

The Academy has a Published Admission Number of 480 which means that it will admit 60 children into Reception Class. This includes children with Education, Health and Care Plans (EHCP) where the Academy is the identified education provider. If 60 or fewer applications (including those in receipt of an Education, Health and Care Plan) are received, all those applying will be offered places. If the Academy receives more than 60 applications, i.e. the Academy is over-subscribed, the following procedure is followed:

### **How places are allocated**

The following criteria will be applied in the order in which they appear below should the number of applicants exceed the number of places available, having first deducted from the published admission number those children with an Educational Health Care Plan (EHCP) which has Cheddar Grove Primary School as their named school. These criteria have been agreed between Members of the Academy Governance Committee, Wellsway Multi-Academy Trust and the Local Authority.

### **PRIORITY A**

**Children in Care or children who were previously in Care but immediately after being in Care became subject to an adoption, child arrangement order, or special guardianship order.**

Children in care (LAC) are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.

### **PRIORITY B**

**Siblings.** Where there are siblings in attendance at Cheddar Grove Primary School and who will still be on roll in the year of entry. Sibling refers to brother or sister, half brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

### **PRIORITY C**

**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 Academy is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. Please see the 'Supplementary Application Form' at the end of this Document.

### **PRIORITY D**

**Geography.** Children living closest to the school as measured in a direct line from the **home address** to the school.

### **Definitions**

#### **Home Address**

'A child's permanent home address, where he or she resides with a person with parental responsibility, or with a parent (as defined in Section 576 of the Education Act 1996). It is the address where the child spends the majority of their time. Documentary evidence may be required to confirm a child's home address. If a child regularly lives at more than

one address the admission authority will have to reach a conclusion about which address should be counted as

the main address when allocating school places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.' (Bristol City Council Guidance).

For Reception Admissions Home to school distances will be measured in a direct line from a point on the home address as held by the Local Authority to a point within the main school building using the Local Authority's computerised mapping system.

For Nursery and In Year Admissions Home to school distances will be measured in a direct line from a point on the home address as held by the Local Authority to a point within the main school building using the following website: <https://www.freemaptools.com/distance-between-uk-postcodes.htm> or a similar mapping website.

### **Tie-breaks**

Where there are more applications than there are places remaining within a particular category, siblings will be given priority. After this, direct line distance from home to school will be used as a tie-break. Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from the building to the school; the available place(s) will be allocated by drawing lots. Any offer of a place determined by random allocation will be overseen by an individual who is independent of the Academy.

### **Education, Health and Care Plan**

Children with an Education, Health and Care Plan follow the transfer arrangements set out in the SEND Code of Practice and associated regulations and are not subject to the general admission arrangements. Other children without an Education, Health and Care Plan will be subject to the general admission arrangements.

### **Additional Notes**

Please note that applications for Cheddar Grove Primary School should be made through the family's home local authority by the national closing date of 15<sup>th</sup> January. For Priority C applicants the Academy's Supplementary Information Form must also be completed and returned direct to the Academy by the closing date of 15<sup>th</sup> January.

### **In Year Admissions (i.e. all applications for existing year groups)**

All applications must be made directly to the Academy. An application is made by completing an application form which must be forwarded to the Academy. If no form is submitted the Academy will not be able to process the application. Please see the 'In Year Application Form' at the end of this document.

All applications will be considered by the Academy Governance Committee and places will be offered if this will not prejudice efficient education of others at the Academy or the efficient use of resources.

Where there are more applicants at any one time than there are places available, priority will be determined by applying the Oversubscription Criteria as set out above.

### **Admission Appeals**

If the Academy Governance Committee does not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

Parents whose application is turned down by the Governing Body have the legal right to appeal to an Independent Appeals Panel (IAP). Details of how to appeal will be explained in the decision letter. The IAP's decision is binding for all parties concerned.

### **Monitoring and Review**

The Governing Body will monitor this admissions policy and it will be reviewed at least every two years or sooner if required.

March 2019



Preferred Start Date			
<b>Child's Details</b>			
Child's Legal Forename			
Child's Legal Surname			
Child's Preferred Name			
Date of Birth		Gender	M/F
Current Address including postcode			
House Move	<p>If the Child/Family are moving house, please give address moving to including postcode:</p> <p><b>Anticipated date of move:</b> __/__/____ (We may require confirmation of this address at a later date)</p>		
Looked After Children	<p>Is this child 'Looked after' by a local authority?      Y/N</p> <p>If yes, which Local Authority: _____</p> <p>Name of social worker: _____</p> <p>Contact phone number: _____</p> <p>Email address: _____</p> <p>Has your child previously been 'Look after'?      Y/N</p> <p>If you tick yes, documentation will be required to support this. Please forward a copy of the Child Arrangements Order, Adoption Order, or Special Guardianship Order; together with a letter from the Local Authority that last 'looked after' the child confirming the child was in care of the Local Authority immediately prior to one of the above orders being granted.</p>		
<b>Parent/Carer Details</b>			
<b>Parent/Carer 1</b>			
Parent/Carer Details	<p>Title:      Miss/Ms/Mrs/Mr      First Name:</p> <p>Surname:</p> <p>Relationship to the child:</p> <p>Do you have parental responsibility for the child?      Y/N</p>		

Current Address & Postcode (if different from child's)	
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Home Phone	
Mobile Phone	
Work Phone	
Email	

<b>Parent/Carer 2</b>
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Parent/Carer Details	Title: Miss/Ms/Mrs/Mr First Name: Surname: Relationship to the child: Do you have parental responsibility for the child? Y/N
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Current Address & Postcode (if different from child's)	
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Home Phone	
Mobile Phone	
Work Phone	
Email	

<b>Additional Information</b>
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SEND Details	Does your child have an Education Health Care Plan (EHCP); need extra support for their learning or any other additional needs? Y/N If Yes, please provide specific details:
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Reason for moving	What is the reason for requesting a move to Cheddar Grove Primary School?  Is there any other information that we should be made aware of?
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Signature	I certify that the above information is true and accurate. Signed: _____(Parent/Carer) Print Name: _____ Date: _____
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## **The Data Protection Act 2018**

You are able access 'Use of Data' policies online via the Cheddar Grove Website:

<http://www.cheddargroveprimary.co.uk/policies/>

Please return this form to:

Cheddar Grove Primary School, Bedminster Down, Bristol, BS13 7EN

[office@cheddargroveschool.org.uk](mailto:office@cheddargroveschool.org.uk) Tel: 01179030418

**Parent/Carer Contact Details – BLOCK CAPITALS**

Parent/Carer Name: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Mobile Telephone Number: \_\_\_\_\_

Alternative Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Child's Details**

First Name(s): \_\_\_\_\_

Surname/Family Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address including post code: \_\_\_\_\_

\_\_\_\_\_

**Reasons for Preference/Grounds for Appeal:**

Please provide your grounds for appeal in writing as soon as possible. An appeal hearing cannot be set up until the written grounds for appeal are received. If required, please continue on a separate sheet.

Signed (Parent/Carer): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



Please return this form to:

Cheddar Grove Primary School, Bedminster Down, Bristol, BS13 7EN

[office@cheddargroveschool.org.uk](mailto:office@cheddargroveschool.org.uk) Tel: 0117 90301418

## SUPPLEMENTARY APPLICATION FORM

### Priority C

To be completed by the School staff Parent/Carer

Cheddar Grove Primary School is part of Wellsway Multi Academy Trust. The Governing body of the School is the admission authority and has responsibility for setting the admissions policy.

The Admissions Policy states that to satisfy **Criteria C** school staff are defined as those who are employed by the school for two or more years or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage at the time of this application.

Once you have completed Part C please ask the Head Teacher to complete part D and then pass the form to the School Office by the closing date of 15 January.

**You must in all instances complete a Local Authority Common Application Form and return it to the Local Authority by 15 January for it to be considered as on time.**

Child's Legal Forename			
Child's Legal Surname			
Child's Preferred Name			
Date of Birth		Gender	M/F
Name of Parent/Carer		Relationship to Child	
Address & Postcode			
Phone Number			
If you <b>do not</b> have parental responsibility for the child, please tick the box <input style="float: right;" type="checkbox"/>			

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**To be completed by the Head Teacher**

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

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

**Please return this form to the School Office by 15<sup>th</sup> January.**