

Endeavour Academy Trust admission arrangements for 2024/25

Introductory statement

Endeavour Academy Trust is a multi-academy trust based in North Bristol and South Gloucestershire. The Endeavour vision is to build a group of outstanding academies which will have a transformational impact on children and their communities.

Our aim through this policy is to ensure a clear, fair and transparent process for admission into an Endeavour academy. Applications to attend Endeavour academies are welcomed from all families whose children are entitled to access public education in the UK.

Endeavour Academy Trustees are responsible for their own admission policy; these arrangements are in line with all relevant provisions of the school admissions code 2014 and the school admissions appeals code ('the codes').

This policy applies to each school in our trust.

Planned Admission Numbers

Each Endeavour academy has its own Planned Admission Number (PAN). The PAN for Endeavour academies is as follows:

	Little Mead Primary Academy	Henbury Court Primary Academy	Fonthill Primary Academy	Charlton Wood Primary Academy
PAN	60	60* (please see school website for current class arrangement)	30	60

Admission to Reception Classes: Application arrangements

The deadline for applications is 15th January 2024. Offers will be made on 16th April 2024.

Applications for a reception place should be made via the applicant's Home Local Authority on their common application form.

For residents of Bristol, applications should be made to Bristol City Council, either online at: [Apply for a new reception primary place \(bristol.gov.uk\)](https://www.bristol.gov.uk)

You can either fill in the [primary application form \(pdf, 617 KB\)](#) online and email it to school.admissions@bristol.gov.uk. or print and return the form by post to Bristol City Council Admissions, PO Box 3399, Bristol, BS1 9NE.

For residents of South Gloucestershire, applications should be made to South Gloucestershire Council's Admission & Transport Team either online at [Apply online for a school place | South Gloucestershire \(southglos.gov.uk\)](#) or by printing and completing the form from this website returning to the Admissions and Transport Team either by: email at: admissionsandtransport@southglos.gov.uk; or post to: South Gloucestershire Council, Department for Children, Adults and Health, PO Box 1955, Admissions and Transport Team, Bristol, BS37 9DE; or by visiting a South Gloucestershire Council One Stop Shop

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 oversubscription priority criteria below.

Oversubscription criteria

For Reception class admissions: Should an academy 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 (15th January 2024). **See notes for details of each criteria.**

When the school is oversubscribed, 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 Y6 at the time of application, siblings will not be prioritised under this criterion.) * See notes for definition of 'sibling'
3. Geographical considerations * see notes below
4. Other children

Tie break

Where it does not prove possible to resolve allocations to an oversubscribed school by the application of the oversubscription 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

Parents can request a deferred entry for children born after 1st April. Parents must still apply for a place in the child's correct admission year however, they can then apply directly to the academy 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 but by 1st December 2023 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 headteacher 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 chosen academy for consideration by the Local Governing Body who have the delegated authority to act as the Admission Authority. Application forms are available from the chosen academy, either from the academy website or by contacting the academy school office. Any such applications made to the Local Authority will be forwarded to the academy for consideration. Decisions will be made in a timely fashion and within a maximum of 15 working days.

The Board of Trustees have, in consultation with each Academy'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 oversubscribed will be informed of their right of appeal.

School contact details are available via our websites:

www.charltonwoodprimaryacademy.uk

www.henburycourt.bristol.sch.uk

www.littlemead.bristol.sch.uk

www.fonthill.bristol.sch.uk

All Endeavour Academies participate fully with Local Authority Fair Access Protocols to support the placement of vulnerable or unplaced pupils.

Waiting lists

For entry to Reception classes, the Local Authority will manage waiting lists until the end of term 2, when the list will be transferred to the individual academy for management by the person with delegated responsibility.

For entry to year groups other than Reception, the waiting list will be managed by the person with delegated responsibility at the relevant academy. If a place becomes available it will be offered in accordance with the published oversubscription 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 academy, if available. Alternatively, parents may approach the Local Authority for a place at another school.

For Charlton Wood Primary Academy: For entry to reception classes, the Local Authority will manage waiting lists until the 31 August 2024, 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.

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. Information on the timetable for the appeals process will be available on our website at www.endeavouracademytrust.org.uk as well as our individual school websites.

Notes

Children with a statement of special educational needs or education health care plan which names the school:

Education, Health and Care Plan (EHCP Plan) 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 Education, Health and Care plan (EHCP) that names the school, even if the school is full. Parents of children with EHCP should contact their child's casework officer for any further information.

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 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 (3) Under the provisions of s.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. See Section 14A of the Children Act 1989 which 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 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 2024**

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 a 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

Equalities Impact Statement

Endeavour Academy Trust takes its public sector equality duty very seriously and we have assessed the impact of this policy on groups with protected characteristics, giving careful consideration to the potential impact on pupils with additional needs. We are confident that

this policy promotes the Endeavour ethos and supports our duty to promote equality in all of our work.

Monitoring and Review

This policy will be reviewed by the Board of Trustees at least annually and in sufficient time for the Trust's admissions arrangements to be submitted in a timely manner to the Local Authority/ESFA in line with the School Admissions Code.