



ADMISSIONS ARRANGMENTS

2024-2025

Admission Arrangements for The Dolphin School

Process of application for 2024-2025

1. The admission arrangements for The Dolphin School for the year 2024/25 are:
 - a) The Dolphin School has a published admission number ("PAN") of 30 pupils. The Dolphin School will accordingly admit 30 pupils into Reception each year.
 - b) Applications for places at The Dolphin School will be made in accordance with the Local Authority's co-ordinated admission procedure.
2. The Dolphin School will use the following timetable for applications each year (exact dates within the months may vary from year to year):
 - a) By early September – The Dolphin School will publish on its website information about the arrangements for admission, including oversubscription criteria, for the following September. This will include details of open evenings and any other opportunities for prospective pupils and their parent(s)/carer(s)ⁱ to visit the school.
 - b) September – the Bristol City Council admissions application system opens.
 - c) All applications must be received by Bristol City Council using the Common Application Form (CAF) by the closing date of midnight 15th January 2024.
 - d) Offers will be sent to parent(s)/carers on 16th April 2024 by Bristol City Council.
 - e) The closing date for parent(s)/carer(s) to accept places offered is 30th April 2024.

Consideration of applications

3. The Dolphin School will consider all applications for places. Where fewer applications than the PAN for any relevant age group are received, The Dolphin School will offer places to all those who have applied.

Procedures where The Dolphin School is oversubscribed

3. Where the number of applications for admission is greater than the PAN and after the admission of pupils with an Education, Health and Care Plan where The Dolphin School is named, the criteria will be applied in the order in which they are set out below:

- a) Highest priority will be given to looked after children and all previously looked after children, including 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). All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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.
- b) Children who, on the date of admission, will have a sibling on the roll of The Dolphin School. The term “sibling” is defined as a brother or sister, but not cousins or other family members, under one of the following categories, and who will be living permanently with them at the same address at the date of their entry to the School.
 - (i) Full
 - (ii) Half
 - (iii) Step
 - (iv) Adopted
 - (v) Fostered (see footnote 2)

After places have been allocated, the parent(s)/carer(s) may be required to supply proof of the sibling relationship by providing documentary evidence which might include birth date, adoption certificate, relevant court order, Home Office documents, proof of abode. In certain circumstances, The Dolphin School may reasonably require further evidence.

- c) Children who have a parent/carers who is a member of staff at The Dolphin School who has been employed for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

- d) Distance from the school. In the event of oversubscription in this category, places would be offered to pupils who live closest to the school. This is measured in a direct line from a point on the home address to a central point within the main school building, using the Local Authority's computerised mapping system.

Tie breaker

Where it is not possible to distinguish priority in the above criteria, firstly priority will be conferred on the basis of living closest to the School. If two or more applicants can not be distinguished on the basis of distance, a process of random allocation will be used, such process will be overseen by a person independent of the School and Venturers Trust

Operation of waiting lists

- 5. Subject to any provisions regarding waiting lists in the BCC's co-ordinated admission scheme, the School will operate a waiting list. Where in any year the School receives more applications for places than there are places available, a waiting list will operate from the date specified within BCC's co-ordinated scheme as the end of co-ordination and until the 31st December of that year. This will be maintained by the School and it will be open to any parent(s)/carer(s) to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application for admission.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Late Applications

- 6. All applications received by BCC after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, parent(s)/carer(s) may request that their child is placed on the school's waiting list.

Twins and Children from Multiple Births

- 7. Where the parent(s)/carer(s) have made the same preference of school for both twins/children from multiple births, and one child has been allocated the last available place, The Dolphin School will admit over its Published Admission Number to accommodate such children. However, any such additional children from twin and multiple births will be classed as 'excepted pupils' as defined in the School Admissions Code, dated December 2014, and those children would remain an exception to infant class size for the entire time they are in an infant class size or until the class numbers fall back to the current infant class size limited to 30.

Deferred Entry for Infants

8. Parent(s)/carer(s) 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 31st August, 31st December and 31st March.

Where parent(s)/carer(s) wish to defer entry, they must still apply for a place by 15th January 2024, to ensure that a place at the school is kept open for your child.

Parent(s)/carer(s) are not able to defer entry to reception beyond the beginning of the Summer Term. If the place has not been taken up by this time, 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. Please note that there is no guarantee that a place will be available.

Delayed Entry for Summer Born Children

9. Parent(s)/carer(s) of children born from 1st April to 31st August (known as summer born children) may request that their child is admitted outside their normal age group. When such a request is made, The Dolphin School 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 school and any supporting evidence provided by the parent(s)/carer(s). Parent(s)/carer(s) should contact the Principal.

Please note the following:

- (i) **You must make an application for admission to the School for September 2024 entry but make it clear on the application form that you wish your child to enter the reception class in September 2025.**
- (ii) Discussions with the School are strongly recommended prior to making a decision to decline entry for an entire year **and** to be admitted to Reception in September 2025. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.
- (iii) If the request is agreed the September 2024 application may be withdrawn before a place is offered **but a fresh application will need to be made** for September 2025 entry **which will be processed along with all other applications and in accordance with the School's admission arrangements.** PLEASE NOTE that it is possible even if the request is agreed that the child may not be admitted to Reception in September 2025 as there is no guarantee of a school place.

- (iv) If the request is refused the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

In-year admissions

- 10. The Dolphin School will consider all such applications if the year group applied for has a place available. If more applications are received than there are places available, the oversubscription criteria in paragraphs 4 a) to d) shall apply.

Admission of children outside their normal year group

- 11. For admissions in any year parents may seek a place for their child outside of their normal age group, for example if the child has experienced problems such as ill health. Such requests should be sent to the School office.

The Department for Education expect pupils to be educated in their correct chronological year group. Only in exceptional cases should a child be educated outside their year group. If you wish your child to be educated outside their normal year group then the parent/carer needs to speak to the Headteacher. A variety of evidence and professional opinions will be sought to support with the decision.

Decisions to admit a pupil outside their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. The School **must** take into account the views of the Principal. We may request supporting professional evidence to assist in the decision-making. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede our ability to make an informed decision.

Appeals

- 12. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

In implementing this policy the School will at all times have due regard to its obligations under the Public Sector Equality Duty.

Contact Details:

The Admissions Team
The Dolphin School
25a Bath Building
Bristol
BS6 5PT

ⁱ The term “parent(s)/carer(s)” refers to biological parents, foster carers, guardians, with parental responsibility for the applicant

² With regard to sibling applications which concern a fostered child, an applicant placed in short term fostering within a family, one or more of whose children is a pupil at the school, will not be counted as a sibling for the purposes of the oversubscription criteria set out in paragraph 4b) above.

³ The “Home Address” is defined as 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.