


Bannerman Road Community Academy

Name of Policy	Admissions policy 2018/19 For nursery and Primary aged children Including in year admissions	
Written and monitored by	SBM/ DHT /CGST admissions panel	
Amendments made	<i>January 2017</i>	
Date approved	January 2017 by FGP and panel	
Next Review Date	January 2018	

PURPOSE

The purpose of this policy is to provide guidance on the processes and criteria used for the admission of students to Bannerman Road Community Academy (BRCA). It identifies the appeals process where the Academy is oversubscribed and the process for setting the admission numbers for the Academy.

GENERAL

Bannerman Road Community Academy is an inclusive school that educates children from 3 to 11 years old. The Governors are committed to ensure that the admissions to the Academy reflect the full range of ability. BRCA has an agreed admission number ("PAN") of 45 in the relevant year group years 3-6, and 60 for year 1,2 and reception 2018/19. The admission arrangements described in this document will apply to admissions in 2018/19.

Reception place admissions to Bannerman Road Community Academy are coordinated through Bristol City Council Local Authority's Co-ordinated Scheme and its timetable. Parents will need to apply for a place in the Reception class of the Academy on the Common Application Form if they wish their child to be considered for a place. Where the number of applications is greater than the published admission number the oversubscription criteria will be applied.

Late applicants will be dealt with in accordance with the procedures set down by Bristol Local Authority as part of their coordinated scheme. If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn.

Where applications are received from twins, triplets or same year siblings, the procedure will be to follow the same criteria.

Admissions to all other year groups and all in year admissions are coordinated by Bannerman Road Community Academy's own admissions team and you are requested to contact the school directly.

Key Dates for Parents of YR

- **September**
Admissions systems open and will be published on our website
- **15th January 2018**
Closing date for reception applications
- **16th April 2018**
Results for all on-time applications sent to parent/carers by 1st class post. At 10am, those who applied online will also be sent an email summarising their results.
- **1st May 2018**
Deadline for parents to respond to offer
- **15th May 2018**
Deadline for appeals

- **Early June onwards**
Parents hear about re-allocated places
- **End of June onwards**
Appeals are heard

Key dates for Parents of Nursery aged children

We have a 72 place nursery: 36 children for mornings/ 36 children for afternoons.
Applications for nursery places are made directly via the school office
We have 2 intakes: September and January

- Children who are 3 by 1st September : Can start September
- Children who are 3 between 1st Sept and 31st Dec: Can start January
- Children who are 3 between Jan 1st and August 31st : Start the following September

NB- Nursery education is not statutory and children in the Nursery class, cannot therefore, be guaranteed a place in the Reception class.

OVERSUBSCRIPTION CRITERIA

When the school is oversubscribed, allocations will be made in the following order of priority. Initial allocations will involve only those applications received by the published closing date and accepted as 'on-time' Priority is not given to first preferences. The aim is to meet the highest preference possible for every applicant by applying the published oversubscription criteria equally to all applications for a school.

1. Children in Care or children who were previously in Care but immediately after being in Care became subject to an Adoption Order, Child Arrangements Order, or Special Guardianship Order.

- Children in care 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.

2. Siblings

- Where there are siblings in attendance at the preferred school or paired junior 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.

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

- '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. Distance between home and school is supplied by the Bristol Local Authority. Distance will be measured in a direct line from a point on the home address as held by the Local Authority using a computerised mapping system. Distances for in-year applications will be measured by the school.

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 a member of staff from the Legal Division of Bristol City Council.

Special Educational Needs

Children with a Statements of Special Educational Need/Education, Health and Care Plan follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements. Other children without a Statement of SEN/Education, Health and Care Plan will be subject to the general admission arrangements.

Late applicants will be dealt with in accordance with the procedures set down by Bristol Local Authority as part of their coordinated scheme. If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn.

IN-YEAR ADMISSIONS

The Academy will consider all such applications and if the year group applied for has a place available, a place will be offered. As well as criteria above children currently out of school or new to the area will be given priority for places. It is not our policy to admit children who are currently placed in a local primary school without first contacting the school and discussing if a move of schools is in the best interest of the child. If the school feels unable to admit a child outside the normal admissions round, even though places are available, we will refer the case to the local authority under the Fair Access Protocol. If a place is not available, the parent can ask for his or her child's name to be added to the waiting list. Parents whose application is turned down are entitled to appeal to an independent appeals panel.

APPEALS

Parents who are not offered a place for their child have the right to appeal to an independent appeals panel. Parents wishing to appeal should obtain an appeal form from the Academy. The form should be sent to the Clerk to the Appeal Panel, c/o Bannerman Road Community Academy, within 14 days of the date of the letter confirming the Governors' decision not to offer a place. Should an appeal be unsuccessful, the Governing Body will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

WAITING LISTS

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 criteria above.

Contact Details:

BRCA

The Admissions Team
Bannerman Road Community Academy
All Hallows Road, Easton, Bristol. BS5 0HR
Email: bannermanrd.p@bristol-schools.uk
Tel: 0117 3772080

BRISTOL CITY COUNCIL

The Admissions Team

Bristol City Council
PO Box 3176
Bristol, BS3 9FS
www.bristol.gov.uk/schooladmissions
Email: school.admissions@bristol.gov.uk
Tel: 0117 903 7694
Additional Guidance [Choosing a school - DirectGov](#)

Appendix A

Induction of in year admissions:

In year admissions flow chart

