

Admissions Policy 2018-2019



ADMISSIONS POLICY

LEADERSHIP RESPONSIBILITY: PTO

TO BE RATIFIED BY BRIDGE LEARNING CAMPUS LGB

DATE RATIFIED: MARCH 2017

REVIEW DUE: JANUARY 2018

HEADTEACHER MS K.FEATHERSTONE

SIGNED:

A handwritten signature in black ink, appearing to be "K. Featherstone", written over a horizontal line.

CHAIR OF LGB MRS C.JENKINS

SIGNED:

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INTRODUCTION: The purpose of this policy is to provide guidance on the processes and criteria used for the admission of students to the Bridge Learning Campus. It identifies the appeals process where the Academy is over-subscribed and the process for setting the admission numbers for the Academy.

AIMS

- I. The Bridge Learning Campus is an inclusive all age Academy which educates pupils aged from 3 to 16 years.
- II. Bridge Learning Campus is an exciting, creative learning community in which all pupils develop their knowledge, skills and understanding to achieve the very best of which they are capable. The Academy works in partnership with its community to promote the highest aspirations for all. All parents applying for their child's admission to Bridge Learning Campus should understand and respect this ethos.
- III. The main entry points to Bridge Learning Campus will be for Nursery; Reception and Year 7. The Academy Sponsors and Governors are committed to ensure that the admissions to the Academy reflect the full range of ability.
- IV. Nursery education is not statutory and children in the Nursery class, cannot therefore, be guaranteed a place in the Reception class.
- V. Pupils who are admitted into Reception WILL NOT NEED to reapply when their child moves into the secondary phase.
- VI. Admissions to Bridge Learning Campus will be coordinated through the Local Authority's (LA) Co-ordinated Scheme and its timetable. Applications should be submitted on the Common Application Form (CAF) provided and administered by the LA.
- VII. The Academy Trust will act in accordance with all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education ("the Codes") as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools.
- VIII. The Academy Trust shall ensure that parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the



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appeal panel is binding on all parties.

- IX. The Academy Trust will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the coordinated admission arrangements operated by the LA and the local in-year fair access protocol.

POLICY:

PROCEDURE FOR ADMITTING CHILDREN TO BRIDGE LEARNING CAMPUS ACADEMY

Admission Number(s)

The Academy Trust has the following agreed planned admission numbers (PAN) for the Academy for the year **2018-19** and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 60 pupils in the Nursery
- b) 60 pupils in Reception
- c) 180 pupils in Year 7 (see note on Page 2 below)

The school reserves the right to admit pupils above the PAN in any year group, but not below it.

Year 7 admissions

The Bridge Learning Campus will admit a total of 180 students to Year 7 and expects that the great majority of its Year 7 students will comprise those transferring from Year 6 outside of the Academy itself. Consequently, 120 places overall will be available in Year 7 (the Year 7 'capacity') for those students applying from outside the Academy. For those students, the published oversubscription criteria will apply.

If fewer than 60 of the Academy's own Year 6 pupils transfer into Year 7, additional external pupils will be admitted until Year 7 meets its capacity of 180.

Process of Application

Arrangements of applications for places at the Bridge Learning Campus will be made in accordance with the LA's coordinated admission arrangements and will be made on the Common Application Form provided and administered by the LA.

The Academy Trust will use the LA's timetable for applications to the Bridge Learning Campus each year (exact dates within the months may vary from year to year) which will fit in with the common timetable agreed by the LA's Admissions Forum.

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Detail of each year's admissions timetable will be found on the LA's website and the Bridge Learning Campus's website.

GENERAL OVERSUBSCRIPTION CRITERIA

The Academy Trust will consider all applications for places at the Bridge Learning Campus in line with the school admission code. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at the Bridge Learning Campus to all those who have applied.

When the Academy is oversubscribed and after places for children with Statements of Special Educational Needs which name the Academy have been allocated, allocations will be made in the following order of priority:

- i. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order 671
- ii. Children with a sibling attending the Academy at the time of application. 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.
- iii. New Fosseway School @ The Bridge – Siblings of children on roll at New Fosseway School, at the time of application.
- iv. Geography – children living closes to the Academy as measured in a direct line from the home address to the Academy.

ADDITIONAL ADMISSIONS INFORMATION

Twins, triplets or same-year siblings

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

Tie breaks

Where there are more applications than there are places remaining within a particular category, the direct line distance from home to Academy will be used as a tie-break.



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Confirmation of address

Home addresses supplied to the Campus will be confirmed with each applicant's primary school or by other means. In case of dispute, parents will be asked to provide appropriate documentary evidence to confirm address and residence. If false or misleading information is used to gain entry to the Campus, the offer of a place may be withdrawn.

Right of appeal

There will be a right of appeal to an Independent Appeals Panel children refused admission to the Bridge Learning Campus. The Appeal Panel will normally be composed of three members who will include:

- i. At least one person who has no personal experience of Bridge Learning Campus defined as a 'lay member';
- ii. At least one person with experience in education.

Parents wishing to appeal should obtain an appeal form from the Bridge Learning Campus. The form should be sent to the Clerk to the Appeal Panel, c/o Bridge Learning Campus, within 14 days of the date of the letter confirming the Governors' decision not to offer a place. Other documents may be submitted in support of an appeal and should be lodged with the Bridge Learning Campus not less than 7 days before the appeal hearing.

Parents will be given 14 days' notice of the appeal hearing, unless they agree to a shorter period of notice.

At least 7 days before the hearing the Bridge Learning Campus will provide the parent with a written statement detailing the reasons why it has not been possible to admit their child. The Appeal Panel will have the discretion to refuse to admit late evidence.

The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision on the day of the hearing. In the case of the appeal hearings taking more than one day the Clerk to the Appeal Panel will inform parents of the decision in writing as soon as possible after all the hearings have taken place and certainly within 14 days.

Should an appeal be unsuccessful, the Appeal Panel will give the parents their reasons for not upholding the appeal. 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.

OPERATION OF WAITING LISTS

- i. Where in any year the Bridge Learning Campus receives more applications for places than there are places available, a waiting list will be maintained by the Campus from 1 September to last day of Term 6 of the year to which the allocation applies. Any parent will be able to ask for his or her child's

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name to be placed on the waiting list, following an unsuccessful application. All waiting list requests should be accompanied by a letter of request.

ii. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in Section 4. Where places become vacant they will be allocated to children on the waiting list in accordance with the published Oversubscription Criteria.

iii. Children who are the subject of a direction by the Secretary of State to admit, or are allocated to the Bridge Learning Campus in accordance with the LA's In-Year Fair Access Protocol, will be given precedence over children on the waiting list.

IN-YEAR ADMISSIONS

The Bridge Learning Campus will consider all such applications and if the year group applied for has a place available in line with the School Admission code, a place will be offered. If the Academy feels unable to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to the LA 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, as described in Section 6. All waiting list requests should be accompanied by a letter of request and a copy of the child's last school report. Parents whose application is turned down are entitled to appeal to an independent appeals panel.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

Consultation is not required in any year where:

- i. the admission arrangements were consulted upon in one or both of the previous two years; and
- ii. there have been no changes, or proposed changes, since the last consultation

As soon as any changes are made to arrangements, or proposed, The Academy Trust shall consult the following parties on the Academy's proposed admission arrangements for a minimum of eight weeks between 1 November and 1 March in the 'Determination Year'4.

- a) The LA;
- b) The admission forum for the LA;
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
- d) Any other governing body for primary and secondary schools (as far as not falling within paragraph (c) located within the relevant area for consultation;
- e) Affected admission authorities in neighbouring LA areas;

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- f) Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy;
- g) Community groups which the Academy considers relevant;
- h) Teaching unions if the consultation includes an increase in admission number.

Consultation shall be in line with the requirements of the Codes and relevant admissions legislation.

The Academy Trust will consider comments made by those consulted including any requests to amend the proposed admission number, before determining the admission arrangements for the Academy.

The Academy Trust will determine the Academy's admission arrangements annually by 15 April of the Determination Year and notify consultees what has been determined within 14 days of that decision being made.

Where the admission arrangements determined in a Determination Year are different from the admission arrangements currently in existence for the Academy, the Academy Trust shall by 30 June in the Determination Year apply to the Secretary of State for him to consent to such amended admission arrangements.

COMMUNICATION OF POLICY TO STAKEHOLDERS

Publication of admissions arrangements

The Bridge Learning Campus will publish its admission arrangements each year, by sending copies to:

- i. the offices of Bristol LA;

In addition, copies will be available on the Academy's website at www.bridgelearningcampus.org.uk/
The published arrangements will set out:

- i. the name and address of the Academy and contact details;
- ii. a summary of the admissions policy, including oversubscription criteria;
- iii. numbers of places and applications for those places in the previous year;
- iv. arrangements for hearing appeals.

Monitoring, Evaluation and Review of the Policy

This policy was adopted in February 2017 and will be reviewed in January 2018.

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Additional Information

Bridge Learning Campus is part of Trust in Learning Academies (TILA).

Appendices

None