



<b>Policy Title:</b>	Admission Arrangements
<b>Function:</b>	For information and guidance in the admission of students to Bristol Metropolitan Academy
<b>Status:</b>	Approved
<b>Audience:</b>	Students, Parents, Councillors, Principal, Teachers, Support Staff, Local Authority
<b>Ownership / Implementation:</b>	The Principal and the Academy Council have overall responsibility for ensuring that this policy is implemented.
<b>Implementation Date:</b>	February 2017
<b>Review period:</b>	Annually
<b>Last Reviewed:</b>	February 2016



**ANNEX B - THE ADMISSION OF PUPILS TO BRISTOL METROPOLITAN  
ACADEMY**

**GENERAL**

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the Cabot Learning Federation Trust.
2. The Cabot Learning Federation Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to 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. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of the Academy Trust.
3. Notwithstanding the generality of paragraph 2 of this Annex, the Cabot Learning Federation Trust will take part in the Admissions Forum set up by Bristol Local Authority (LA), and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.
4. Notwithstanding any provision in this Agreement, the Secretary of State may:
  - (a) direct the Cabot Learning Federation Trust to admit a named pupil to the Bristol Metropolitan Academy on application from a local authority. Before doing so the Secretary of State will consult the Cabot Learning Federation Trust.
  - (b) direct the Cabot Learning Federation Trust to admit a named pupil to the Bristol Metropolitan Academy if the Academy Trust has failed to act in accordance with this Annex B or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
5. The Cabot Learning Federation 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 Cabot Learning Federation 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 appeal panel is binding on all parties.
6. The Cabot Learning Federation Trust shall prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The Cabot Learning Federation Trust may, if it chooses, enter into an agreement with the LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.



**ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

**Consultation**

7. The Cabot Learning Federation Trust shall consult the following parties on the Academy's proposed admission arrangements by 1 March in the Academy Financial Year beginning two years before the Academy Financial Year which the admissions arrangements will be for e.g. March 2017 for admissions in September 2018, ("Determination Year"):
  - a. Bristol LA
  - b. The Admission Forum for Bristol LA
  - c. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Bristol 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 local authority areas.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

**Academy Trust Determination of Admission Arrangements**

8. The Cabot Learning Federation Trust will consider comments made by those consulted in accordance with paragraph 7, including any requests to amend the proposed admissions number, before determining the admissions arrangements for the Academy.
9. The Cabot Learning Federation Trust will determine the Academy's admission arrangements by 28 February of the Determination Year and notify those consulted in accordance with paragraph 7 what has been determined within 14 days of that decision being made.

**Representations about admission arrangements**

10. Where the Cabot Learning Federation Trust has determined the Academy's admission arrangements and notified all those bodies that it has consulted in accordance with paragraph 9 if any of those bodies object to the Academy's admission arrangements, including the proposed admissions number, they can make representations to the Secretary of State. Any representations must be made by 15 May in the Determination Year.

**Secretary of State's Consent for Changes to Admissions Arrangements**

11. Where the admissions arrangements determined in a Determination Year in accordance with paragraph 9 are different to the admissions arrangements currently in



existence for the Academy, the Academy Trust shall by 15 May in the Determination Year apply to the Secretary of State for him to consent to such amended admissions arrangements.

**Secretary of State's Power to Accept, Modify or Reject Admissions Arrangements**

12. Where the Secretary of State has received any representations made in accordance with paragraph 10, the Secretary of State must consult the Cabot Learning Federation Trust on such representations. Following such consultation, by 31 July in the Determination Year, the Secretary of State may direct that the Cabot Learning Federation Trust amends the proposed admissions arrangements for the Academy. The Academy Trust shall comply with any such direction.
13. Where the Secretary of State has received an application made in accordance with paragraph 11 to consent to any amended admissions arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admissions arrangements or direct that the amended admissions arrangements are not implemented or must be modified. The Academy Trust must comply with any such direction.

**Publication of Admission Arrangements**

14. The Cabot Learning Federation Trust shall each Determination Year publish the Bristol Metropolitan Academy's agreed admission arrangements by:
  - a. copy being sent to the offices of Bristol LA;
  - b. copy being made available without charge on request from the Academy;
  - c. copy being uploaded to the Academy's website
15. The published admissions arrangements will set out:
  - a. the name and address of the Bristol Metropolitan Academy and contact details;
  - b. a summary of the admissions policy, including oversubscription criteria and any arrangements for post-16 admission;
  - c. a statement of any religious affiliation, if relevant;
  - d. numbers of places and applications for those places in the previous year, and;
  - e. arrangements for hearing appeals.

**Proposed Changes to Admission Arrangements by Bristol Metropolitan Academy After Arrangements Have Been Published**

16. Subject to paragraph 17, once the Academy's admission arrangements have been determined for a particular year and published, the Cabot Learning Federation Trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:
  - a. the Cabot Learning Federation Trust has consulted those who were consulted under paragraph 7 above on the proposed variation;
  - b. following such consultation, the Cabot Learning Federation Trust has applied to



the Secretary of State to approve the change setting out:

- i. the proposed change;
    - ii. reasons for wishing to make such change;
    - iii. any comments or objections to the proposal from those consulted; and
  - c. following such application, the Secretary of State has provided his consent to the proposed variation.
17. The Cabot Learning Federation Trust shall, following the prior written agreement or direction of the Secretary of State, vary the Academy's admissions arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.
  18. Any changes to the Academy's admission arrangements brought about through the variation processes in paragraphs 16 or 17 above must be published within the Academy's prospectus and website and be communicated within seven days to those persons who must be consulted under paragraph 7.
  19. The Cabot Learning Federation Trust must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.
  20. Where a representation is made in accordance with paragraph 19, the Secretary of State may, after consulting the Cabot Learning Federation Trust, direct that the Academy Trust modify its arrangements for the admission of pupils to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Cabot Learning Federation Trust must comply with any such direction.
  21. Records of applications and admissions to the Academy shall be kept by the Cabot Learning Federation Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.



## **PROCEDURE FOR ADMITTING PUPILS TO THE ACADEMY**

### **Admissions Number**

22. The Cabot Learning Federation Trust has the following agreed admissions numbers 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. 180 pupils in Year 7;
23. In any specific year, the Cabot Learning Federation Trust may set a higher admission number than the Academy's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Cabot Learning Federation Trust will inform those listed at paragraph 7. Pupils will not be admitted in any year group above the published admissions number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

### **Process of application**

24. Arrangements for applications for places at the Academy will be made in accordance with Bristol LA's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the relevant local authority.
25. The Cabot Learning Federation Trust will use the following timetable for applications to the Academy each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by Bristol LA's Admissions Forum, Bristol LA, local authorities admissions, local Academies and local Admissions Forum.
  - a. By September of the preceding year - The Academy Trust will publish in the Academy's prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2013 for admission in September 2014). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
  - b. September/October - The Academy will provide opportunities for parents to visit the Academy;
  - c. October/November – Common Application Form (CAF) to be completed and returned to the LA to administer
  - d. LA sends list of pupils to be offered places to Academy
  - e. February - LA applies agreed scheme for its own schools, informing other LAs of offers to be made to their residents.
  - f. 1 March offers made to parents/carers.



### **Consideration of applications**

26. The Cabot Learning Federation Trust will consider all applications for places at the Academy. Where the number of applications for admission is fewer than the published admission number(s) for Years 7, the Cabot Learning Federation Trust will offer places at the Academy to all those who have applied.
27. The Cabot Learning Federation Trust will not exercise the option to select 10% of the agreed admission numbers on their aptitude for learning subjects related to Bristol Metropolitan Academy's specialisms.
28. Notwithstanding the above, The Cabot Learning Federation Trust may refuse admission to particular applicants in the specific circumstances described in 3.16 of the Statutory Code on Admissions 2014 or any like provision in any subsequent national Code of Practice.

### **Procedures where the Academy is oversubscribed**

#### ***Secondary phase oversubscription criteria***

29. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. They will be applied in conjunction with explanatory notes 1 - 6 which form part of the admissions arrangements.
30. After the admission of pupils with statements of Special Educational Needs where the Academy is named on the statement, the criteria will be applied in the following order:
  - a. **Children in public care (note 1)**
  - b. **Young people who have a serious medical or social need, or physical or psychological condition which makes it essential that they attend Bristol Metropolitan Academy (note 2)**
  - c. **Siblings (1) (notes 3 - 7)**

#### **In area**

Where there are siblings of statutory school age in attendance at the Academy and who will still be on roll in the year of entry where:

- i. The child lives in the designated area of first priority for the preferred school  
or
- d. **Geography (1) (notes 4 - 7)**
  - i Children living within the school's designated area of first priority.
  - ii Children living within the school's joint area.
- e. **Siblings (2) (notes 3 - 7)**

#### **Out of area**

Siblings resident outside the designated area of first priority/joint area





**f. Geography (2) (notes 4 - 7)**

Children living outside the designated area of first priority or joint area and closest to the school as measured in a direct line from the home address to the school using the LA's computerised mapping system.

If the last student to be offered a place within Bristol Metropolitan Academy's published admissions number (PAN) is a multiple birth or same cohort sibling (including adopted siblings, step-siblings, and those living as siblings in the same family unit) any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the Academy's PAN. The PAN will remain unchanged so that no other students will be admitted until a place becomes available within the PAN.

These criteria apply for Year 7 entry. Applications will be considered by the Academy for years other than the normal year of entry. If the year group applied for has a place available, this will be offered to the applicant unless one of the exceptional circumstances apply for a child with challenging behaviour as set out in the School Admissions Code. If more applications are received than there are places available, the oversubscription criteria in paragraphs 31 to 37 shall apply.

The annual allocation of places will be managed by Bristol Local Authority.

**Notes:** These notes are part of the Admissions Arrangements

**Note 1:** Children in public care are children who are in the care of a local authority or provided with accommodation by that authority under Section 22 of the Children Act 1989.

**Note 2:** Young people who have a serious medical or social need, or physical or psychological condition which makes it essential that they attend Bristol Metropolitan Academy: documented social, medical or psychological evidence must be provided in support from an appropriate independent registered professional such as a social worker, hospital consultant [not the young person's own GP] or health visitor at the time of the original application, and must set out why the Academy is the only school that can meet the young person's needs or circumstances.

**Note 3:** Children are siblings if they are half, full or adoptive brother or sister or if they are children of the same household. Pupils will not be considered as a sibling link where the older child is attending the school as a Year 12 or Year 13 student in the year of entry.

**Note 4:** Designated areas are those determined by the LA for the purposes of its co-ordinated admissions arrangements.

**Note 5:** The home address is where the child spends the majority of time and is living with the person who has parental responsibility and is the main 'carer' as defined in Section 576 of the Education Act 1996 (we may require documentary evidence). If a child regularly lives at more than one address the LA will have to reach a conclusion about which should be counted as the main address when allocating places. This will





normally be the address where Child Benefit is paid and where the child is registered with a doctor.

**Note 6:** Where there are more applications than there are places remaining within a particular category, the direct line distance from home to school, measured in a direct line from the home address to the school using the LA's computerised mapping system, will be used as a tie-break. When the furthest distance to qualify for a place relates to a household containing two or more children for whom applications are being made (eg twins), the place will be offered to one child. The remaining child(ren) will be considered under the sibling criterion if further places become available.

**Note 7:** 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 using the LA's computerised mapping system; 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.

### **Operation of waiting lists**

31. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year, the Academy receives more applications for places than there are places available, a waiting list will operate until a month after the admission date. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
32. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 28 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the Academy**

33. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Cabot Learning Federation Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply.
34. If more applications are received than there are places available, the oversubscription criteria in paragraph 28 shall apply. Parents whose application is turned down shall be entitled to appeal.
35. Bristol Metropolitan Academy will participate in Bristol Local Authority's In-Year Fair Access Protocol.



*The Department for Education School Appeals Code (2012) can be made available on request.*