



Admission Arrangements Academic Year 2018/19

Applications for Year 7 should be made on the 'home' Local Authority application form and submitted to that Local Authority. If you live outside the City of Bristol and apply for Cotham School for September 2018 your home Local Authority will inform Bristol of your application on your behalf.

It is very important that your application is received by midnight on 31 October 2017. Late applications are not considered until all the on time applications have been processed and it may not be possible to offer you a place at your preferred school, even where you have very strong reasons for attending that school, if all the available places have already been offered to on time applicants.

All applications are considered equally against the criteria and a place will be offered at the highest preference possible.

Applications should be made online at www.bristol.gov.uk/schooladmissions follow the link to the online application form. Paper application forms are available but many parents and carers find it easier and quicker to apply electronically using the online facility.

In addition, applicants applying under criteria 3 below must complete the Supplementary Information Form and return it direct to the School Admissions Team, Bristol City Council.

Children with Statements of Special Educational Needs follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements.

After places have been allocated for children with a Statement of Special Educational Needs naming the school, the remaining places are allocated in the following order of priority:

1. Children in Care

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 under section 22 of the Children Act 1989.

2. Siblings living in the area of priority

Where there are siblings of statutory school age in attendance at the preferred school and who will still be on roll in the year of entry and where the home address is within the designated areas of first, second or joint priority.

3. Children of staff

- a) Where the member of staff has been employed directly by the school for two or more years at the time at which the application for the admission to the school is made, or
- b) Where the member of staff has been recruited to fill a vacant post which has been deemed, 'hard to recruit' by the school's Personnel and Training Committee

4. Geography

Children living within the school's designated area of priority.

5. Siblings living out of area

Where there are siblings of statutory school age in attendance at the preferred school and who will still be on roll in the year of entry and where the home address is outside the designated area of first priority.

6. Geography – out of area children

Children living outside the area of first priority and closest to the school as measured in a direct line from the home address to the school.

You should be aware that it is not always possible to allocate places to all children who live within a school's area of priority and/or all children living within the school's joint area who request places.

Siblings

Sibling refers to brother or sister, half brother or sister, step brother or sister, or a child of the parent/carer's partner where the child for whom a place is being sought is living in the same family unit at the same address.

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.

Home Address

The 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.

Home to school distance

Home to school distances will be measure in a direct line from a point on the home address as held by the Local Authority to the front door on Cotham Lawn Road using the Local Authority's computerised mapping system.

Tie-breaks

Where there are more applications than there are places remaining within a particular category, the direct line distance from home to school 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 (e.g. twins), places will be offered to both children.

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. Distances will be measured using a computerised mapping system.

Special Educational Needs / Education, Health and Care Plan

Children with Statements of Special Educational Needs (SEN) / Education, Health and Care Plan (EHCP) follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements.

Late applications

Any application received after the closing date will be regarded as a 'late application'. This includes any change of preference which is received after the closing date even if the original application was an on time application.

For oversubscribed community schools "late applications" submitted after 31 October 2017 but before 1 September 2018 will be considered together with original applicants refused a preference who have lodged a formal appeal or have asked to remain on the waiting list. In all cases the admissions criteria will be used to determine the allocation of any places that may become available within the school's admission number. Any late applicants refused a preference will be informed that they can lodge a formal appeal and/or remain on a waiting list.

Admissions during the school year

'In-Year school applications are processed on behalf of the school by Bristol City Council School Admissions. Please make an online or paper application to www.bristol.gov.uk/Schooladmissions

Parents/carers may express preferences for up to three schools in ranked order. The Admission Authority will consider the application in line with its published admission arrangements. If it is not possible to offer a place you may place your child's name on the waiting list or appeal to an independent appeal panel for a place'