



Admission Arrangements School Year 2018-19

Responsibility

In accordance with the school's Academy status, the Academy Trust is the Admissions Authority. This Admission policy complies with 2014 School Admissions Code and is reviewed annually.

Infant to Junior Transfer

Elmlea Junior School is paired with Elmlea Infants' School. The two schools have an equal admission number of 90. Year 2 children attending Elmlea Infants' School in the summer term are offered a Year 3 place at the Junior School automatically. Year 2 parents are contacted to confirm acceptance of their places.

In-Year Admissions

Vacancies may occur for any year group at any time. Applicants should contact the school for details and complete the school's application form.

If the school has places within the relevant year group, a place will be offered and admission will be arranged between the school and the applicant. It is expected that the applicant will have informed their child's current school prior to making an application. In the best interests of the child, the Head teacher will contact the current school to support transition.

If a place is unavailable for the relevant year group, the school will add the new application to its waiting list of all applicants seeking a place. All applications will be ranked in line with the school's over-subscription criteria and allocations will be made in accordance with it.

Priority will not be given on the basis simply of the date an application was added to the list.

Children who are the subject of a direction by the Local Council to admit or who are allocated a school in accordance with a Fair Access Protocol for school places will take precedence over those on the waiting list.

Over-Subscription criteria

All applicants will be ranked in accordance with the criteria below given in order of priority:

Where the school is named in a child's Statement of Special Educational Needs, the Admission Authority is legally required to admit the child to the school. Such children will therefore be allocated places before the following criteria are applied.

- I. Looked After Children or children who were previously looked after but immediately after being in care became subject to an adoption, residence or special guardianship order .

'Looked After Children' are children who are in the care of a local authority or provided with accommodation in accordance with relevant sections of the Children Act 1989

In certain circumstances, a Child in Public Care may be admitted to a school even though the school is fully subscribed in the relevant year group.

- II. Children living in Elmlea Junior School's First Geographical Area, defined as the Bristol Neighbourhood Partnership Area 3 – see map on Page 5
- III. Children living outside Elmlea Junior School's First Geographical Area, defined as the Bristol Neighbourhood Partnership Area 3

Prioritisation within Over-subscription Criteria Categories ii. And iii.

Applications within Priority Criteria ii and iii will be prioritised as follows:

a) Children with a sibling attending Elmlea Junior or Infant school at the date of entry. 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.

b) Children living closest to the school, with priority being given to those who live nearest to the school in a direct line as the crow flies. Distances will be measured in a direct line from the Local Property Gazetteer point on the home address as held by Bristol City Council to a point within the main school building using a computerised mapping system.

Notes

Documentary evidence of current address or new address if applicable may be requested.

Where parents of a child do not live together and the child lives for part of the week with one parent and part with the other, the child's address for school admission purposes is deemed to be the address where s/he normally spends the most nights in a week and from which s/he normally comes to school. Documentary evidence may be requested from the main 'carer' as defined in section 576 of the Education Act 1996

For children living within Elmlea Junior School's First Geographical Area only: Consideration may be given to accommodating families where there are siblings within the same year group (for example twins or triplets)

Tie-breaks Random allocation will be used as a tie-break in any of the above categories to decide who has the highest priority for admission if the distance between two children's homes and the school is the same. The process will be independently verified.

Further Information

Full Details of Elmlea Junior School's Admission Arrangements are available from the school and Bristol City Council:

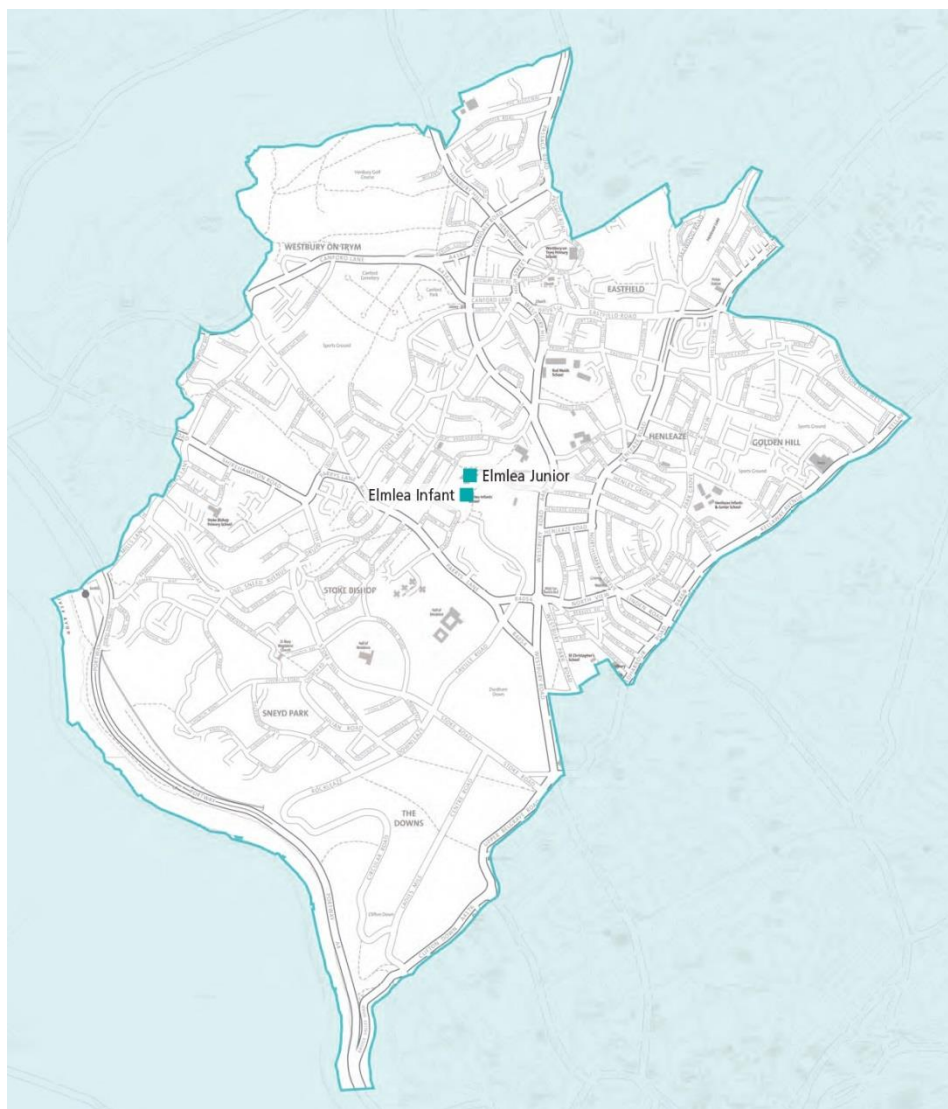
Elmlea Junior School
The Dell
Westbury-on-Trym
Bristol
BS9 3UF
Tel: 0117 377 2266

Email: info@elmleajunior.com
www.elmleajunior.com

School Admissions
Bristol City Council
PO Box 57
Bristol
BS99 7EB
Tel: 0117 903 7694

www.bristol.gov.uk/page/school-admissions

Elmlea Junior School's First Geographical Area – Bristol Neighbourhood Partnership Area 3





ELMLEA JUNIOR SCHOOL

PUPIL APPLICATION FORM

Pupil Details

Legal forename		Middle name (s)		Legal surname	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>		Date of Birth		
<i>Note: If your child lives at more than one address please give the address where they reside for the majority of the school week.</i>					
Home address including postcode			Home telephone number		
			Main contact number (to be used as first point of contact)		
			Main e-mail address		
Unless otherwise instructed the school will contact you via electronic means.					
Name and address of current school					
Current year group				Proposed start date at Elmlea Junior School	

Parent Details

Mother

Title		Address including postcode (if different from child)			
Forename					
Surname					
Home Telephone	Work Telephone	Mobile	E-mail		

Father

Title		Address including postcode (if different from child)			
Forename					
Surname					
Home Telephone	Work Telephone	Mobile	E-mail		

Sibling(s) Name	Date of Birth	Current School			

Does your child have a Special Educational Need?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so do they have a Statement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your child currently or have they previously been in care?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Signed		Dated	
---------------	--	--------------	--