



HENBURY SCHOOL ACADEMY ADMISSION POLICY

Applications for places at Henbury School are made in accordance with the Local Authority's coordinated admission arrangements. The Common Application Form provided and administered by the LA is used.

Henbury School has an agreed admission number of 189 pupils for the academic years 2015-2018 and uses the same timetable for applications as Bristol City Council.

Henbury School will consider all applications for places at the start of Year 7. Where fewer than 189 applications are received, Henbury School will offer a place to all who have applied.

For students in other years who are moving into the area or seeking to move school, applications are generally handled by the school. We will seek to offer a place if we have a space, and if doing so does not prejudice the education of existing students.

Where there are more applications than places available at Henbury School, allocations will be made in order of priority set out below. Priority is given to applicants using these oversubscription criteria equally to all applications for Henbury School. Initial applications will involve only those applications received by the published closing date and accepted as 'on time'.

1. Fair Access Protocols

Children who are the subject of a direction by the local authority to admit in accordance with Fair Access protocols.

2. Children in Care

'Children in Care' are children who are in the care of the local authority or provided with accommodation under Section 22 of the Children Act 1989.

3. Siblings

Admission of pupils whose siblings currently attend Henbury School and will continue to do so in the year of entry.

Children are siblings if they are half, full or adoptive brother or sister or if they are children of the same household.

4. Geography

Children living within Henbury School's designated area of first priority.

Children living closest to Henbury School as measured in a direct line from the home address to Henbury School.

This is the child's permanent address where he or she resides with a person of parental responsibility or with a parent (as defined in Section 576 of the Education Act 1996).

Tie Breaks

Where there are more applications than there are places remaining within a particular category, the direct line distance from home to Henbury School will be used as a tie break. When the furthest distance to qualify for a place relates to the household containing two or more children for whom applications are being made (ie 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.

- Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Henbury School. The Appeal Panel will be independent of the Academy and will be composed of three members who will include:
 - at least one person who has personal experience of Henbury School defined as a 'lay member'
 - at least one person with experience in education.
- The arrangement for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education.
- Parents will normally have 14 days after notification of a place not being offered at Henbury School to lodge an appeal. The notification will indicate the reasons for refusal of a place and the right of appeal.
- Parents wishing to appeal against an admission decision by Henbury School should send a completed form to the Appeal Panel at the address given on the appeal form.
- Other documents may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel 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 Henbury School will provide the parent with a written statement detailing the reasons why it has not been possible to allow the child to attend Henbury School. The Appeal Panel will have the discretion to refuse to admit late evidence.

Ratified by Governors Executive Committee 13 March 2015

Review Date: March 2018