

Admissions (YR – Y6) Policy

Parson Street Primary School



Date of Policy:	September 2016
Responsibility:	Governing Body Policy
Review Date:	September 2017
Consultation:	This policy was reviewed by the Governing Body and shared with Bristol City Council for consultation.

ETHOS STATEMENT

It is the aim of the Governing Body of Parson Street Primary School to support the implementation of policies and procedures which develop the skills our children need to achieve our vision of:

“Live & Learn”

Introduction

Applications to attend Parson Street Primary School are welcomed from all families. The school has a Published Admission Number (PAN) of 60 pupils for entry to Reception classes. Entry to our Nursery is via a separate admissions process available from the office.

Parson Street Primary School is its own admissions authority and the Governors of the School are responsible for their own Admission Policy. Arrangements are in line with the Admissions Code of Practice and the Bristol City Council Coordinated Admissions Schemes.

The School will follow the guidance and procedures as set out by Bristol City Council who retain a coordinating role. This policy sets out the criteria for admissions should the school be over-subscribed.

General Guidelines

- Applications for places at Parson Street Primary School will be made in accordance with Bristol City Council’s (BCC) coordinated admission arrangements. Information about Parson Street Primary School will be included in their starting school information packs.
- The School will use the timetable specified by BCC each year, published annually to parents and carers for the admission of pupils to primary schools.
- Parson Street Primary School is a non-selective school for local children.

- The admission number for each year of entry to the School is 60. This means that all applications will be agreed until the admission number is reached.

Where there are more applications than places available at Parson Street Primary School, the school will admit any child where the school is named in a statement of educational need or Education, Health & Care Plan (EHCP). The remaining allocations will be made in the following order of priority as set out in sections 1, 2, and 3 below.

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'. Priority is not given to first preferences. Bristol City Council aim to meet the highest preference possible for every applicant by applying the published oversubscription criteria equally to all applications for a school.

1. Looked After and Previously Look After Children who became subject to an adoption order, child arrangements order, or special guardianship order.

- Looked After Children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.

2. Siblings

- Where there are siblings in attendance at the preferred school and who will still be on roll in the year of entry.
- Sibling refers to brother or sister, half brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

3. Geography

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

- The home address is where the child spends the majority of the 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 (documentary evidence may be requested). 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 the Child Benefit is paid and where the child is registered with a doctor.

Distance between home and school is supplied by the Bristol Local Authority. Distance will be measured in a direct line from a point on the home address as held by the Local Authority using a computerised mapping system. Distances for in-year applications will be measured by the school.

Tie-breaks

Where there are more applications than there are places remaining within a particular category, siblings will be given priority. After this, 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 (i.e. twins / multiple births), places will be offered to each child. These will be 'excepted pupils' for the purpose of infant class size legislation.

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 Trust in Learning (Academies) central team and/or board.

Distances will be measured in a straight line from the child's home address to the school, using the Local Authority's computerised measuring system.

Special Educational Needs

Children with Statements of Special Educational Needs or Education Health Care Plans follow the transfer arrangements set out in the Special Educational Needs and Disability (SEND) Code of Practice and associated regulations and are not subject to the general admission arrangements. Other children without these provisions in place will be subject to the general admission arrangements.

Late Applications

Applications received after the closing date given above will not be considered until all on-time applications have been assessed according to the priority criteria below.

In-year Admissions

Parson Street Primary School is responsible for co-ordinating all in-year admissions. An application form will need to be completed for children wishing to apply after the normal admissions round, or for years other than Reception. This form must be completed and returned to the main office within the school. The school liaises with the Local Authority and/or other schools to manage the moves of children within the year.

Waiting Lists

Where a place at Parson Street Primary School cannot be offered, parents / carers will be able to request that their child's name is placed on a waiting list. Where an application is received, the child's name will be retained on the waiting list until the end of the academic year.

If a place becomes available at the school, the place will be offered in accordance with the published oversubscription criteria and not the length of time a child's name has been on a waiting list. Names will be removed from the list if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications received.

Placing a child's name on a waiting list does not affect the parents' right of appeal against an unsuccessful application.

Out of Chronological Age Group Request

Parents have the right to request an out of chronological age group request. For example if their child is a summer born child, or due to medical reasons. Request should be made in writing, and each request will be looked at individually. The Admissions Authority will confirm in writing if this has been accepted or declined. Please note there is no right of appeal.

Appeals Procedure

Parents have a right of appeal to an independent panel against any decision regarding the admission of their child. Information about the appeal procedure will be provided where a place at Parson Street Primary School has been refused.

Further Information

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