



**BRISTOL CITY COUNCIL**

**Coordinated Admission Scheme Secondary Schools  
School Year 2018/2019**

**Relevant Area**

The Relevant Area for all Bristol schools is the City of Bristol Local Authority administrative area.

**1. Participants in Scheme**

- All secondary schools within Bristol including Academies, Voluntary Aided and Foundation Schools.
- Admission Authorities for other secondary schools in England.

**2. Applications**

- 2.1 All parents and carers must complete the common application form for the Local Authority in which the child is resident, known as the “home” Local Authority.
- 2.2 Applications for places at all schools within Bristol including Voluntary Aided and Foundation Schools and Academies, will be made on a common application form. The Local Authority will take all reasonable steps to ensure that every parent and carer of a child of secondary transfer age and resident in Bristol will receive information about the coordinated admissions scheme. The application form may be used to express a preference for any school in Bristol or another Local Authority, including Academies, Voluntary Aided and Foundation Schools.
- 2.3 Applications for places at schools in Bristol made by parents and carers resident outside the Local Authority area will be made on a common application form issued of the Local Authority in which they are resident, known as the “home” Local Authority. The home Local Authority will notify the relevant Local Authority of applications received for schools in their area.
- 2.4 All applications for secondary schools made on the Bristol common application form must be submitted to the School Admissions Team by midnight on the closing date of **31 October 2017**. Applications submitted after the closing date will be considered as “late” applications and will be dealt with at a later stage when all “on-time” applications have been processed. In very exceptional circumstances e.g. illness of a lone parent, a “late” application may be considered as “on-time”.
- 2.5 If an application for a school within Bristol is received from a resident living in another Local Authority on a Bristol common application form, the applicant will be advised of the need to make application through their home Local Authority and of the need to meet the closing date of the home Local Authority if they are to be considered as an “on-time” applicant.

- 2.6 Academies, Voluntary Aided and Foundation Schools may require applicants to complete a supplementary form in order to apply their oversubscription criteria. The supplementary form should be returned direct to the school as the relevant admissions authority. Parents and carers should be made aware that they must also complete a common application form; the supplementary form is not regarded as an application in itself. Applications will only be considered if a common application form has been completed and sent to the home Local Authority. For an application to be considered as on time, the common application form must be submitted to the home Local Authority by their submission date. Only in exceptional circumstances will an application submitted after the submission date be treated as on time.
- 2.7 Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on preferences received, conform with the timing requirements of the coordinated admissions scheme.
- 2.8 All parents and carers will be invited to express 3 preferences in ranked order, together with reasons for each stated preference. The preferences can be for schools in any Local Authority including Academies, Voluntary Aided and Foundation Schools.
- 2.9 Only in very exceptional circumstances will an application submitted after the submission date be treated as on time. Examples include:
- The child is from the family of a Crown Servant or UK Service Personnel and the MOD, FCO or GCHQ have provided a letter declaring a return date and residency area.
  - The application was late due to a significant health/medical reason and this is confirmed independently.
  - The child becomes a 'Child in Care'.
- 2.10 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.
- 2.11 Bristol will not accept more than one address as the child's home address. Where a child regularly lives at more than one address the Local Authority 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 any Child Benefit is paid and where the child is registered with a medical GP. Where parents are living separately and do not agree on the child's home address they are urged to reach agreement. If this does not happen Bristol will determine the address to be used for allocating a school place.
- 2.12 Parents/Carers must inform Bristol of any change of address as soon as

possible. Failure to do so may result in any offer of a place being withdrawn. Documentary evidence will be required before any change is accepted. Examples of independent confirmation of a change of address are a solicitor's letter confirming the exchange of contracts with a completion date, or a tenancy agreement signed by both parties. Confirmation may also be required that family have left the previous address. An example is a final account utility bill. If the child is from a family of a Crown Servant or of UK Service Personnel, parents should provide a letter from the MOD, FCO or GCHQ declaring a return date and residency area.

- 2.13 The final date for changes of address to be accepted, for the initial round of allocations, will be 17 November 2017. Changes received after this date will be taken into account or any subsequent allocations.
- 2.14 Bristol may undertake checks to ensure that information provided in the application is true and accurate. Documentary evidence may be requested. If evidence requested is not provided within the timescale stated Bristol will determine the status of information before the application will be considered.
- 2.15 Where a child moves from one Local Authority area to another, the Local Authority for the address where the child has moved to will be considered to be the home Local Authority and will process the application.
- 2.16 Where parents share parental responsibility for a child and two applications are received for the one child, Bristol will ask the parents to determine which application should be considered. The other application will be withdrawn. This is because Bristol will offer only one school place to a child at any one time. If parents cannot agree, they should resolve the issue through the court system, for example to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences. If no agreement is reached and no Order is made the decision as to which application is accepted will be determined by drawing lots, overseen by a member of staff from Bristol City Council Legal Services. The home address will still be the address the child spends the majority of time.
- 2.17 Submitted preferences may be changed up to midnight on 31 October 2017. The most recent application submitted will be considered. The application will be considered to be late if changes are made after midnight on 31 October 2017.

### **3. The Process of Allocation**

- 3.1 The Local Authority will produce a report of all applications for all schools including Academies, Voluntary Aided and Foundation Schools in Bristol and other Local Authorities. An applications report will be sent to all Voluntary Aided and Foundation Schools and Academies in Bristol and to other Local Authorities as appropriate by 24 November 2017.

- 3.2 Voluntary Aided and Foundation Schools and Academies as admissions authorities in Bristol will then decide which offers they can make within their admissions criteria and will inform the Local Authority by 8 January 2018. The list will be in ranked order according to the school's oversubscription criteria. Where the number of applicants exceeds the number of places available at the school by a significant amount, the admissions authority need not give individual rankings to applicants in the lowest priority groups for admission if there is no likelihood of being able to offer them a place. If the school is oversubscribed, it will inform the LA of the reasons for refusing school places so that the information may be included in correspondence sent to parents/carers on the offer day of 1 March 2018.
- 3.3 By 9 February 2018, Bristol Local Authority will inform other Local Authorities of potential offers and/or refusals to be made for applications for places in Bristol schools by residents living outside the Local Authority area. By the same time other Local Authorities will inform Bristol of potential offers and refusals to be made for applications from Bristol residents for places in the relevant Local Authority area.
- 3.4 The Local Authority, having regard to the ranked lists received from Voluntary Aided and Foundation Schools and Academies in Bristol and the information received from other Local Authorities, will

Where the child is eligible for a place at only one of the nominated schools, allocate a place at that school to the child

Where the child is eligible for a place at two or more of the nominated schools, allocate a place at whichever school is the highest ranked preference

Where the child is not eligible for a place at any of the nominated schools, the LA will consider how to place them in a school within its area having regard to any reasons expressed by the parent or carer for their (unsuccessful) preferences. This may include approaching other admission authorities in Bristol with vacancies should this be appropriate.

- 3.5 By 19 February 2018, the Local Authority will send electronically to its neighbouring Local Authorities the final list of pupils to be allocated places.
- 3.6 By 23 February 2018, all schools in Bristol will be informed of all final offers which will be made up to the admission number for each school. Schools will not notify parents and carers of the results of the application process.

#### **4. Offers of a School Place**

- 4.1 On 1 March 2018, the Local Authority will make the offer of one place at a secondary school to the parents and carers of children due to start secondary school in September 2018 and resident in the area.

- 4.2 Parents and carers not offered a place for their child at their preferred school(s) will be offered a place at a community school with a place available or a voluntary aided or foundation school or an Academy with an available place where agreement has been given by that admission authority.
- 4.3 All parents and carers refused a place for their child at any preferred school will be informed of their other options at that stage, including their right of appeal.
- 4.4 Where parents and carers indicate their wish to remain on a waiting list for a school, the waiting list will only remain in operation for Bristol Community Schools up until the start of the January 2018. Voluntary Aided and Foundation Schools and Academies and other Local Authorities will also maintain waiting list to at least January 2018, but may decide to operate a list for longer than this.
- 4.5 Parents and carers will be requested to respond to the offer of a place direct to the Local Authority by 15 March 2018.

## **5. Late Applications**

- 5.1 Any applications received after the submission date will be regarded as “late” applications except in very exceptional circumstances. This includes any change of preference which is received after the submission date even if the original application was an “on-time” application.
- 5.2 For over-subscribed schools late applications received after submission date 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 a waiting list. In all cases the admissions criteria will be used to determine the allocation of any places that may become available within the schools 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. There will be no priority given to the length of time an applicant has spent on the waiting list or indicated that they wish to appeal. The waiting list will cease at the start of the January term 2018.
- 5.3 For undersubscribed schools, late applicants will be offered a school place on 1 March 2018 or as soon as possible after that date. Applications received after the submission date will be dealt with in order of date of receipt in School Admissions.
- 5.4 If any undersubscribed school becomes full, any places which subsequently become available will be offered to any late applicants by applying the published admissions criteria.



**BRISTOL CITY COUNCIL**  
**Timetable for Coordinated Secondary Admissions for Academic Year 2018/2019**

