



BRISTOL CITY COUNCIL

Coordinated Admission Scheme for Reception Year Group School Year 2018/19

1. Participants in Scheme

This scheme will apply to all applications for admission to the Reception Year in the academic year 2018/19 for schools with following Admission Authorities:

- Bristol City Council, as Admission Authority for Community and Controlled infant and primary schools in Bristol.
- Own Admission Authority Schools (Academies, Foundation schools, Free schools, Voluntary Aided schools and Academies).
- Admission Authorities for other maintained infant and primary schools and Academies 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 Reception places for children resident in Bristol must be made on the Bristol common application form. This application form will be available on-line or will be issued on request to the parents/carers of all pupils due to start infant or primary school in September 2018 and resident in Bristol. The application form may be used to express a preference for any school in Bristol or another Local Authority, including Own Admission Authority schools. The common application form cannot be used to express a preference for an independent school.

2.3 Applications for places at schools in Bristol made by parents/carers of children resident outside the Bristol Local Authority area will be made on a common application form issued to them by the Local Authority in which they are resident, known as the “home” Local Authority. The home Local Authority will notify Bristol Local Authority of applications received for schools in Bristol. Bristol will inform the relevant Local authority of any applications received for Bristol resident children for schools outside Bristol.

2.4 All applications for Reception places made on the Bristol common application form must be submitted to the Bristol School Admissions team by midnight on the closing date of **15 January 2018**. This is the date set by Government for all Local authorities in England. 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 All parents/carers will be invited to express up to 3 preferences in ranked order, together with reasons for each stated preference. The preferences can be any school in any Local Authority. Applications for Independent Schools cannot be made on the common application form.
- 2.6 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.
- 2.7 Some schools may require applicants to complete a supplementary form in order to apply their oversubscription criteria. The requirement will be stated in the relevant school's admissions arrangements. The supplementary form should be returned direct to the school as the relevant admissions authority. Applications submitted using the common application form but without completion of a supplementary form will still be considered but the school will be unable to assess the application against the relevant criteria. Parents/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 before midnight on 15 January 2018.
- 2.8 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'.
- 2.9 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.
- 2.10 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.

- 2.11 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.
- 2.12 The final date for changes of address to be accepted, for the initial round of allocations, will be 24 January 2018. Changes received after this date will be taken into account on any subsequent allocations.
- 2.13 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.
- 2.14 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.
- 2.15 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.
- 2.15 Submitted preferences may be changed up to midnight on 15 January 2018. The most recent application submitted will be considered. The application will be considered to be late if changes are made after midnight on 15 January 2018.

3. The Process of Allocation

- 3.1 The Local Authority will send details of applications for schools outside Bristol to the relevant Local Authorities by 30 January 2018. Details of applications for own admission authority schools in Bristol will be sent to the relevant schools by 5 February 2018.

- 3.2 All 1st, 2nd or 3rd preferences will initially be considered equally regardless of ranking. The ranking will subsequently be used to ensure each child receives a single offer that is for the highest ranked preference school for which they qualify for a place.
- 3.3 Own admission authority schools in Bristol will then apply their published admission arrangements and inform the Bristol Local Authority by 28 February 2018. The list provided to Bristol will be in ranked order according to the school's oversubscription criteria. If the school is oversubscribed, it will inform the Local Authority of the reasons for refusing school places so that the information may be included in correspondence sent to parents/carers on the National Offer Day of 16 April 2018.
- 3.4 Bristol Local Authority will apply the published admission arrangements for community and voluntary controlled schools for which it is the admission authority.
- 3.5 By 26 March 2018 Bristol will inform other Local Authorities of the initial outcome of applications by their residents for schools in Bristol. Other Local Authorities will inform Bristol of the initial outcome of applications for schools in their area by Bristol residents by the same date.
- 3.6 The Local Authority, having regard to the ranked lists received schools 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
- 3.7 Where the child is not eligible for a place at any of the nominated schools, the Local Authority will consider how to place them in a school within its area having regard to any reasons expressed by the parent/carer for their (unsuccessful) preferences. This may include approaching other admission authorities with vacancies should this be appropriate.
- 3.8 By 12 April 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/carers of the results of the application process.

4. Offers of a School Place

- 4.1 On 16 April 2018, the Local Authority will make the offer of one place at a primary or infant school to the parents/carers of children due to start school in September 2018 and resident in the area. Parents and carers will be notified of the outcome of their application by 1st class post or e-mail.

- 4.2 Parents/carers not offered a place for their child at their preferred school(s) will be offered a place at a school with a place available.
- 4.3 All parents/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/carers indicate their wish to remain on a waiting list for a school, the waiting list will remain until at least 31 December 2018. Some school and Local Authorities may decide to operate a list for longer than this.
- 4.5 Parents/carers will be requested to respond to the offer of a place direct to the Local Authority by 1 May 2018.
- 4.6 Bristol reserves the right to withdraw an offer of a place in certain limited circumstances. Examples include:
- Where a parent has given fraudulent or intentionally misleading information such as a false address.
 - Where a parent has not responded to an offer within a reasonable time.
 - Where the offer was made as a result of an administrative error.
 - Where following the original offer an offer can be made at a higher preference school.
 - Where an offer can be made at the highest preference school on the latest application.

5. Late Applications

- 5.1 Any applications received after the closing 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 that 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 whether they have indicated that they wish to appeal. The waiting list will be maintained until at least 31 December 2018.
- 5.3 For undersubscribed schools, late applicants will be offered a school place on 16 April 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 Co-ordinated Primary Admissions for Academic Year 2018/2019

