Admission Arrangements for The Dolphin School

ADMISSION ARRANGEMENTS FOR ADMISSION TO 4-11 PROVISION

Process of application for 2019/20

1. The admission arrangements for The Dolphin School for the year 2019/20 are:
   a) The Dolphin School has a published admission number (“PAN”) of 60 pupils. The Dolphin School will accordingly admit 60 pupils into Reception each year.
   b) Applications for places at The Dolphin School will be made in accordance with the Local Authority’s co-ordinated admission procedure.

2. The Dolphin School will use the following timetable for applications each year (exact dates within the months may vary from year to year):
   a) By early September – The Dolphin School will publish on its website information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2018 for admission in September 2019). This will include details of open evenings and any other opportunities for prospective pupils and their parent(s)/carer(s) to visit the school.
   b) September – the Bristol City Council admissions application system opens.
   c) All applications must be received by Bristol City Council using the Common Application Form (CAF) by the closing date on/around 14th January 2019 (Date to be confirmed by Bristol City Council).
   d) Offers will be sent to parent(s)/carers on/around 17th April 2019 (date to be confirmed by Bristol City Council) (or next working day) by Bristol City Council.
   e) The closing date for parent(s)/carer(s) to accept places offered is on or around 2nd May 2019 (date to be confirmed by Bristol City Council).

Consideration of applications

3. The Dolphin School will consider all applications for places. Where fewer applications than the PAN for any relevant age group are received, The Dolphin School will offer places to all those who have applied.
Procedures where The Dolphin School is oversubscribed

4. Where the number of applications for admission is greater than the PAN and after the admission of pupils with Statements of Educational Needs or Education, Health and Care Plans where The Dolphin School is named, the criteria will be applied in the order in which they are set out below:

a) Equal priority will be given to:

   (i) children who are “looked after” children (within the meaning of the Children Act 1989) at the date that the relevant application for admission is made and who a local authority has confirmed will continue to be looked after by it in accordance with relevant legislation at the time they are admitted to The Dolphin School; and

   (ii) previously “looked after children” who are defined as children who were adopted (or made subject to child arrangement orders or special guardianship orders) immediately following having been looked after.

b) Children who, on the date of admission, will have a sibling on the roll of The Dolphin School. The term “sibling” is defined as a brother or sister, but not cousins or other family members, under one of the following categories, and who will be living permanently with them at the same address at the date of their entry to the School.

   (i) Full
   (ii) Half
   (iii) Step
   (iv) Adopted
   (v) Fostered  (see footnote 2)

   After places have been allocated, the parent(s)/carer(s) may be required to supply proof of the sibling relationship by providing documentary evidence which might include birth date, adoption certificate, relevant court order, Home Office documents, proof of abode. In certain circumstances, The Dolphin School may reasonably require further evidence.

c) Children who have a parent/carer who is a member of staff at The Dolphin School who has been employed for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

d) Children living in the Area of First Preference. In the event of oversubscription in this category, places would be offered to pupils who live closest to the school. This is measured in a direct line from a point on the home address to a central point within the main school building, using the Local Authority’s computerised mapping system. For multi-storey residences, such as blocks of flats, the front door of the block will be used as the measurement factor. A copy of the Area of First Preference is available on the school’s website (www.dolphinschoolbristol.org).
e) Where places are still available, these will be allocated to children living beyond the Area of First Preference. In the event of oversubscription in this category, places would be offered to pupils who live closest to the school. This is measured in a direct line from a point on the home address to a central point within the main school building, using the Local Authority’s computerised mapping system. For multi-storey residences, such as blocks of flats, the front door of the block will be used as the measurement factor.

**Operation of waiting lists**

5. Subject to any provisions regarding waiting lists in the BCC’s co-ordinated admission scheme, the School will operate a waiting list. Where in any year the School receives more applications for places than there are places available, a waiting list will operate from the date specified within BCC’s co-ordinated scheme as the end of co-ordination and until the end of the first term of the academic year of admission. This will be maintained by the School and it will be open to any parent(s)/carer(s) to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application for admission.

A child’s position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

**Late Applications**

6. All applications received by BCC after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, parent(s)/carer(s) may request that their child is placed on the school’s waiting list.

**Twins and Children from Multiple Births**

7. Where the parent(s)/carer(s) have made the same preference of school for both twins/children from multiple births, and one child has been allocated the last available place, The Dolphin School will admit over its Planned Admission Number to accommodate such children. However, any such additional children from twin and multiple births will be classed as ‘excepted pupils’ as defined in the School Admissions Code, dated December 2014, and those children would remain an exception to infant class size for the entire time they are in an infant class size or until the class numbers fall back to the current infant class size limited of 30.
Deferred Entry for Infants

8. Parent(s)/carer(s) offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31st August, 31st December and 31st March.

Where parent(s)/carer(s) wish to defer entry, they must still apply for a place on/around 14th January 2019 (date to be confirmed by Bristol City Council), to ensure that a place at the school is kept open for your child.

Parent(s)/carer(s) are not able to defer entry to reception beyond the beginning of the Summer Term. If the place has not been taken up by this time, your place at the school will be lost, and you will need to put in a fresh application for a place in Year 1 at the school. Please note that there is no guarantee that a place will be available.

Delayed Entry for Summer Born Children

9. Parent(s)/carer(s) of children born from 1st April to 31st August (known as summer born children) may request that their child is admitted outside their normal age group. When such a request is made, The Dolphin School will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the school and any supporting evidence provided by the parent(s)/carer(s). Parent(s)/carer(s) should contact the Headteacher.

In-year admissions

10. The Dolphin School will consider all such applications if the year group applied for has a place available. If more applications are received than there are places available, the oversubscription criteria in paragraphs 4 a) to d) shall apply.

Admission of children outside their normal year group

The Department for Education expect pupils to be educated in their correct chronological year group. Only in exceptional cases should a child be educated outside their year group. If you wish your child to be educated outside their normal year group then the parent/carer needs to speak to the Headteacher. A variety of evidence and professional opinions will be sought to support with the decision. The final decision will be that of the Headteacher.
**Appeals**

11. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

In implementing this policy the Academy will at all times have due regard to its obligations under the Public Sector Equality Duty

**Contact Details:**

The Admissions Team
The Dolphin School
25a Bath Building
Bristol
BS6 5PT

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1 The term “parent(s)/carer(s)” refers to biological parents, foster carers, guardians, with parental responsibility for the applicant

2 With regard to sibling applications which concern a fostered child, an applicant placed in short term fostering within a family, one or more of whose children is a pupil at the school, will not be counted as a sibling for the purposes of the oversubscription criteria set out in paragraph 4b) above.

3 The “Home Address” is defined as a child’s permanent home address, where he or she resides with a person with parental responsibility, or with a parent (as defined in Section 576 of the Education Act 1996). It is the address where the child spends the majority of their time. Documentary evidence may be required to confirm a child’s home address. If a child regularly lives at more than one address the admission authority will have to reach a conclusion about which address should be counted as the main address when allocating school places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.