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## **Admission Arrangements Academic Year 2022/23**

Admission to all state funded schools is governed by the School Admissions Code 2014 (**Code**). Under the code, the Academy Trust responsible for a school is its, 'Admission Authority' and has a legal duty to formally determine the, 'admission arrangements' for each year's intake in accordance with the requirements of the Code.

Cotham School's Published Admission Number is 243.

Applications for Year 7 should be made on the 'home' Local Authority application form and submitted to that Local Authority. If you live outside the City of Bristol and apply for Cotham School for September 2022 your home Local Authority will inform Bristol of your application on your behalf.

It is very important that your application is received by midnight on **31 October 2021**. Late applications are not considered until all the on-time applications have been processed and it may not be possible to offer you a place at your preferred school, even where you have very strong reasons for attending that school, if all the available places have already been offered to on time applicants.

All applications are considered equally against the criteria and a place will be offered at the highest preference possible.

Applications should be made online at [www.bristol.gov.uk/schooladmissions](http://www.bristol.gov.uk/schooladmissions) follow the link to the online application form. Paper application forms are available but many parents and carers find it easier and quicker to apply electronically using the online facility.

In addition, applicants applying under criteria 2 below must complete the Supplementary Information Form, available from the school office, and return it direct to the School Admissions Team, Bristol City Council.

Students with an Education Health and Care Plan (EHCP) are admitted under separate statutory procedures which are managed by the candidate's home Local Authority, not under a school's admission arrangements or this policy. Parents of candidates with an EHCP should therefore liaise with the candidate's home Local Authority's SEN team if they want the School to be named in the candidate's EHCP.

After places have been allocated for children with an Education Health & Care Plan naming the school, the remaining places are allocated in the following order of priority:

### **1. Looked after and previously looked after children**

A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England. A 'previously looked after candidate' is a candidate who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or residence order, or a special guardianship order.

### **2. Children of staff**

Where the member of staff is employed directly by the school at the time at which the application for the admission to the school is made.

### **3. Siblings living in the area of priority<sup>1</sup>**

Where there are siblings of statutory school age in attendance at the preferred school and who will still be on roll in the year of entry and where the home address is within the designated areas of first or second priority.

#### **4. Geography**

Children living within the school's designated area of priority.

#### **5. Siblings living out of area**

Where there are siblings of statutory school age in attendance at the preferred school and who will still be on roll in the year of entry and where the home address is outside the designated area of first priority.

#### **6. Geography – out of area children**

Children living outside the area of first priority and closest to the school as measured in a direct line from the home address to the school.

**You should be aware that it is not always possible to allocate places to all children who live within a school's area of priority and/or all children living within the school's joint area who request places.**

#### **Siblings**

Sibling refers to brother or sister, half brother or sister, step brother or sister, or a child of the parent/carer's partner where the child for whom a place is being sought is living in the same family unit at the same address.

Pupils will not be considered as a sibling link where the older child is attending the school as a Year 12 or Year 13 student in the year of entry.

#### **Home Address**

The 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.

#### **Home to school distance**

Home to school distances will be measured in a direct line from a point on the home address as held by the Local Authority to a central point within the main school building using the Local Authority's computerised mapping system.

#### **Tie-breaks**

Where there are more applications than there are places remaining within a particular category, the 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 (e.g. twins), places will be offered to both children.

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 someone independent from the school. Distances will be measured using a computerised mapping system.

#### **Special Educational Needs / Education, Health and Care Plan**

Students with an Education Health and Care Plan (EHCP) are admitted under separate statutory procedures which are managed by the candidate's home Local Authority, not under a school's admission arrangements or this policy. Parents of candidates with an EHCP should therefore liaise

with the candidate's home Local Authority's SEN team if they want the School to be named in the candidate's EHCP.

Where the school is named in an EHCP, they must be admitted. Where this happens in the normal admission round (i.e. in September), they will be allocated places before other candidates, reducing the number of places left within the published admission number (PAN). At other times, they will be admitted, even where this means the PAN will be exceeded.

### **Late applications**

Any application received after the closing date will be regarded as a 'late application'. This includes any change of preference which is received after the closing date even if the original application was an on-time application.

For oversubscribed community schools "late applications" submitted after 31 October 2021 but before 1 September 2022 will be considered together with original applicants refused a preference who have lodged a formal appeal or have asked to remain on the waiting list. In all cases the admissions criteria will be used to determine the allocation of any places that may become available within the school's admission number. Any late applicants refused a preference will be informed that they can lodge a formal appeal and/or remain on the waiting list.

### **Admissions during the school year**

'In-Year school applications are processed on behalf of the school by Bristol City Council School Admissions. Please make an on-line or paper application to [www.bristol.gov.uk/Schooladmissions](http://www.bristol.gov.uk/Schooladmissions)

Parents/carers may express preferences for up to three schools in ranked order. The Admission Authority will consider the application in line with its published admission arrangements. If it is not possible to offer a place you may place your child's name on the waiting list or appeal to an independent appeal panel for a place.

*Approved by Governing Body of Cotham School 25 February 2020*

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<sup>i</sup> For areas of priority see <https://maps.bristol.gov.uk/pinpoint/> select the, 'Education' tab on the left, then check the boxes for, 'Secondary school areas of first priority'. 'Secondary school areas of second priority' and, 'Secondary schools'.