BRISTOL CITY COUNCIL

Admission arrangements for community and voluntary controlled infant and primary schools in Bristol 2027/2028

Coordinated scheme

All Local Authorities in England are required to have coordinated arrangements for admission to Reception in primary schools and to Year 7 in secondary schools. Parents and carers of children who are residents in Bristol apply to the City Council on the common application form regardless of where the schools applied for are situated.

Bristol will coordinate applications for schools in Bristol including academies, community schools, foundation schools, voluntary aided schools and voluntary controlled schools and will liaise with other local authorities where Bristol parents apply for schools outside of the city.

All Bristol resident children will receive a single offer of a school place that will be sent by Bristol City Council on the relevant National Offer Day.

In some cases where new schools are being established the first year of entry may not be coordinated through the local authority.

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. We aim to meet the highest preference possible for every applicant by applying the published oversubscription criteria equally to all applications for a school.

For more information regarding the process for applying for a school place and the allocation of primary school places in Bristol please refer to the Local Authority's coordinated scheme for primary schools. For non-Bristol schools, please refer the relevant Local Authority where the school is located.

Oversubscription criteria

Bristol City Council is the Admission Authority for all community and voluntary controlled schools in Bristol. For a full list of relevant schools see Appendix A. Any academies, foundation or voluntary aided are responsible for setting their own admission arrangement including their oversubscription criteria, should they receive more applications than there are places available. Therefore, in these cases please refer directly to the school's own admissions information.

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Where there are more applications than places available at a community or voluntary controlled schools, allocations will be made in the following order of priority.

1. **Children in care or children who were previously in care.**

   i. **To a Local Authority in England and immediately after being in care who became subject to an adoption, child arrangement order, or special guardianship order.**

   ii. **Those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.**

   Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Siblings

Where there are siblings in attendance at the preferred school or paired junior school and who will still be on roll in the year of entry.

3. Geography

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

Definitions

Children in Care and Children Previously in Care

Children in care are children who are in the care of a local authority or provided with accommodation by that authority under section 22 of the Children Act 1989. 1989 Children's Act.

In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. Applicants can provide evidence demonstrating their child was previously in care to an institution acting as a Local Authority, or an organisation that supports the best interests of the community/child. In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child, confirming that they were looked after immediately prior to that order being made, or such evidence that demonstrates a child was in state care outside of England prior to being adopted

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Children in Care and Children Previously in Care are sometimes referred to as Looked After and Previously Looked After Children.

Siblings

Sibling refers to children who live permanently in the same household and who are;

- brother or sister,
- half brother or sister,
- step brother or sister,
- adopted or fostered brother or sister,
- a child of the parent or 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 children are; in pre-school, in a nursery class attached to the school or children who have left the school in the year of entry. For example, children applying for a reception place where the older sibling is in Year 6 and will no longer be in primary education for the following September.

Home address

The home address is the permanent address where the child spends the majority of their time and is living with the person who has parental responsibility as the main 'carer', as defined in section 576 of the Education Act 1996. A permanent home address is the place where applicants with parental responsibility resides or have legal residence. It is the address used for official identification. For example; voter registration, driving licence and council tax. It is also where you call home and can be verified through various means, such as; utility bills, rental agreements or mortgage documents.

Bristol will not accept more than one permanent 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, taking relevant evidence into account. Normally this will be the address where the child is registered with a medical GP. Where parents or carers are living separately and do not agree on the child's home address, they are urged to reach an agreement. If this does not happen evidence may be required by providing court documents or other legally binding documentation such a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided Bristol Local Authority will determine the address be used for allocating a school place.

If the family are living at a permanent address in the UK this address will be used for school admission purposes.

If the family are in the UK and do not have a permanent address or reside in atypical accommodation such as; a van on the public highway or boat without permanent mooring, short term lets, such as Airbnb/guest houses/hotels (not including bridging hotels through official government schemes)/campsites etc, the home to school distance will be calculated from City Hall, College Green, Bristol to the preferred

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schools.

If the family live outside the UK at the point of submitting the application, the address where the family currently resides will be used for school admissions purposes.

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, defined in the Local Land and Property Gazetteer, to a defined point within the main school building using the Local Authority's computerised mapping system. This point is used for the My Neighbourhoods information available on the Bristol City Council website.

If the family have a permanent address in the UK, this address will be used for school admission purposes. If the family do not have a permanent address and reside in atypical accommodation such as a van on the public highway or boat without permanent mooring, the home to school distance will be calculated from Bristol City Hall to the preferred schools.

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 application are made (e.g. twins), the place will be offered to one child unless the admission authority agrees to admit the subsequent child(ren) as an excepted child under infant class size legislation (School Admissions Code Para; 2.15 g). The remaining child(ren) will be considered under the sibling criterion if further places become available.

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 building to school; the available place(s) will be allocated by drawing lots. Any offer of a place will be determined by drawing lots, overseen by a member of staff from Bristol City Council Legal Services.

Education, Health and Care Plans

Children with Education Health and Care Plans (EHCP) follow the transfer arrangements set out in the SEND Code of Practice and associated regulations and are not subject to general admissions arrangements.

Applications for children with EHCPs should not be submitted on the Common Application Form (CAF).

Delayed Entry and Deferred Entry

Every child in Bristol is entitled to a school place to in the September after their fourth birthday.

The compulsory school age that your child must be in full-time education is the term after their fifth birthday.

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Parents/carers can ask that their child starts reception class:

- In September, part-time until, they reach compulsory school age later in the academic year or
- The following September if they are a summer born child

Deferment dates

Parents/carers looking to defer entry must still apply for a school place by the closing date for applications so that a place at the school is kept open for your child.

For children born between:

- 1 September to 31 December the place can be deferred until the start of term 3
- 1 January to 31 August the place can be deferred until the start of the term 4

The reception year places cannot be deferred after term 5. If a child has not started school by the beginning of term 5 their place at the school will be lost, and a new application must be made for a place in Year 1 and there is no guarantee of a place at the preferred school.

Delayed Entry for summer born children

Summer born children are children born from 1 April to 31 August. These children do not have to start school until a full school year after the date at which they could first have been admitted. This means they'll be starting school out of their normal age group, the admission authority for

You must have written agreement from you preferred schools to accept an application. Your preferred school(s) will make a decision if this is possible on the basis of the circumstances and best interests of the child.

For full information and processes about deferred and delayed entry please visit Bristol City Council's admissions website.

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Appendix A

Community and Voluntary Controlled Schools for whom BCC are the Admission Authority

Schools are listed with their Published Admissions Number (PAN) which is the minimum number of places a school will admit should they receive sufficient applications.

All Bristol Community Schools

This may change if school governance changes. For example, in a school becomes an academy.

- Air Balloon Hill Primary - PAN 90
- Ashley Down Primary - PAN 60
- Bishop Road Primary - PAN 90
- Blaise Primary & Nursery - PAN 60
- Brentry Primary - PAN 30
- Brunel Field Primary - PAN 60
- Chester Park Infants - PAN 90
- Fair Furlong Primary - PAN 60
- Glenfrome Primary - PAN 60
- Hannah More Primary - PAN 30
- Hillcrest Primary - PAN 60
- Holymead Primary - PAN 90
- Knowle Park Primary - PAN 90
- Sefton Park Infant - PAN 60
- Shirehampton Primary - PAN 60
- Southville Primary - PAN 90
- Summerhill Infant - PAN 60
- Upper Horfield Community - PAN 30
- Whitehall Primary - PAN 90

All Bristol voluntary controlled schools

This may change if school governance changes. For example, in a school becomes an academy.

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- Avonmouth C of E. Primary - PAN 30
- St John's Primary - PAN 75
- St Peter's C of E Primary - PAN 60

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