BRISTOL CITY COUNCIL

Coordinated scheme for in year admissions 2027/2028

1. Coordinated scheme

1.1 This document outlines the procedures for applying and the allocation of places for children starting in existing year groups for the 2027/2028 school year.

2. Participants in scheme

2.1 This scheme will apply to all applications for places in existing year groups at schools participating in the scheme from parents/carers resident in Bristol or with a confirmed move to Bristol at the time of the application. Separate co-ordinated schemes deal with applications for new intakes.

2.2 All community and schools will participate in the scheme together with those schools that are their own admission authority that have adopted the scheme. A list of those schools dealing with their own in-year applications is attached as Appendix A.

3. Applications

3.1 Applications for school places from parents and carers resident in or with a confirmed move to the Bristol must be made on the common application form.

3.2 To view and complete Bristol City Council's in-year application form please visit our website.

3.3 Applications can be made online or a hard copy of the common application form which is available from the School Admissions Team or downloaded from the In-Year admission pages of the Local Authority's website. The application form may be used to express preferences for schools in Bristol, including academies, foundation schools and voluntary aided (VA) schools and that have chosen to participate in the scheme. Applications for places in existing year groups at schools not participating in the scheme should be made directly to the school. A list of those schools dealing with their own in-year applications is attached as appendix A. The common application form cannot be used to express a preference for an independent school.

3.4 Parents and carers may name up to 3 preference schools in rank order on the common application form. Only 3 preferences can be considered at any one

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time. Where more than one application is received, the most recent will be considered as current and any previous applications withdrawn.

3.5 Completed common application forms should be returned the School Admissions Team, Bristol City Council.

3.6 Some academies, foundation and voluntary aided schools may also require the completion of a supplementary application form in order to apply their oversubscription criteria. Supplementary application forms will be available from the relevant school. The supplementary form is not regarded as an application in itself. Applications will only be considered if a common application form has been completed.

3.7 Where an applicant is moving into the area, the LA will not normally proceed with an application, noting a new address in Bristol until the move has been confirmed. Examples of evidence required would be proof of exchange of contracts from a solicitor, a rental agreement, or a letter from an employer or service person's Commanding Officer, confirming details of relocation.

3.8 For applications on behalf of children from parents/carers from foreign postings such as service personnel, Crown Servants and diplomats, applications will be processed for the proposed address in Bristol. For all other applications for children living outside the UK, refer to 4.7

4. Consideration of applications and the process of allocation

4.1 For any applications processed by Bristol City Council, either through Trading with Schools or a Community or Controlled primary school (where Bristol City Council is the admission authority) 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. Some own admission authority schools deal with their own applications. All correspondence will be between the admission authority and the parent or carer.

4.2 Bristol will consider the initial outcome of each preference application. The highest ranked preference for which the child qualifies for a place will be determined and a single offer of a school place will be made by Bristol. Where a child qualifies for more than one school place only the highest preference school will be offered.

4.3 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

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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.

4.4 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.

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

4.6 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 schools.

4.7 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.

4.8 Children with Education, Health and Care Plan (EHCP) follow the arrangements set out in the SEND Code of Practice and associated regulations and will not be dealt with under this scheme.

5. Offers of a school place

5.1 Bristol will notify the parent and carer of the outcome of their application by letter, sent by second class post, within 10 school days.

5.2 Where a child resident in Bristol does not qualify for a place at any of the preferred primary schools, the Local Authority will determine an alternative primary school place to offer. All parents and carers refused a place for their child at any preferred primary school will be informed of their other options at that stage, including their right of appeal. The Local Authority cannot offer an alternative offer for secondary schools.

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5.3 Where a place cannot be offered under the usual admission arrangements and the child's circumstances meet the Bristol Fair Access Protocol a suitable school place may be identified by either the Fair Access Panel or the Area Fair Access Panel. Pupils considered 'Hard to Place' and allocated a school place in accordance with the Fair Access Protocol may be allocated a place over and above a school's admission number in the relevant year group. This is to ensure that all schools admit a more even share of pupils considered 'Hard to Place'. The Fair Access Protocol does not override the rights of parents and carers to express a preference for the school they would like their child to attend.

5.4 Pupils placed in a school as a result of a successful managed move will be placed on the receiving school's roll over and above the admission number as part of the Fair Access Protocol

5.5 The Local Authority has a duty to find a suitable placement for a Child in Care or previously in care within a maximum time limit of twenty school days. In certain circumstances, a Child in Care or previously in care may be admitted to a school even though the school is fully subscribed in the relevant year group. This decision will be made by the relevant admissions authority having regard to the individual circumstances of the case.

5.6 Where the last place offered is to a child of multiple births (e.g. twins, triplet etc) the remaining child will also be offered a place above the PAN, if necessary. This would also apply to a brother or sister born in the same academic year.

5.7 An admission authority may decide to offer a place for a traveller child even though the school is fully subscribed in the relevant year group if the child is not expected to be in the area for any length of time and there are no other places available in the vicinity of the child's temporary address. This decision will be made by the relevant admissions authority having regard to the individual circumstances of the case.

5.8 Where a child has been permanently excluded from two or more schools, parents can still express a preference for a school place but the requirement to comply is removed for a period of two years from the date on which the second exclusion took place.

5.9 In very exceptional circumstances, an offer a place to a particularly challenging child will not be made where there are places available but a school has a particularly high concentration of pupils with challenging behaviour or previously excluded children, or the child is particularly challenging and one or more of the following exceptional circumstances exists, namely that the school.

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a) Has been judged as ‘inadequate’ by Ofsted or has recently come out of this category (within the last two years);
b) has been identified by Ofsted as requiring improvement and therefore given ‘notice to improve’;
c) is subject to a formal warning notice by the LA;
d) is a Fresh Start school or Academy open for less than two years; or
e) is a secondary school where fewer than 20% of children are achieving 5 or more GCSEs at gras 9 to 4 including English and mathematics, or a primary school where fewer than 55% of pupils achieve level 4 or above at Key Stage 2 in both English and mathematics for four or more consecutive years.

In these circumstances, the parent will be notified of the decision to refuse a place by the LA and will be offered an alternative school place.

5.10 All places offered must be taken up and the child placed on the school roll within 28 school days.

6. Waiting lists

6.1 Where a place at a preferred school cannot be offered, parents and carers can request that their child’s name is placed on a waiting list for places at the relevant school(s).

6.2 All admission authorities are required to maintain a waiting list for oversubscribed schools. For applications coordinated by the Local Authority, if a place cannot be offered at the preferred school, the child will automatically be placed on the school’s waiting list from the date specified in the outcome letter or email. The child will remain on the waiting list for a period of 10 school days. If no response is received from the parent/carer within this timeframe, the child will be removed from the waiting list.

6.3 The waiting list will be held in priority order in accordance with the oversubscription criteria of the relevant admission authority. Places that become available will be offered in accordance with these criteria and not based on the length of time a child’s name has been on the waiting list.

6.4 Waiting lists will be discarded 30 September for the following academic year. If a parent or carer wishes their child’s name to be placed on the waiting list in the following academic year they must make a new application.

6.5 In order to assist parents seeking a school place, schools that are their own admission authority will provide the Local Authority with details of the availability of places and details of waiting lists within 2 days of a request being made. To place child on the waiting list for a further academic year a new in-year application form must be completed.

6.6 Schools that are their own admission authority may wish to delegate responsibility for maintaining waiting lists to the Local Authority. The legal

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responsibilities of the admissions authority will remain with the Governing Body.

7. General information

7.1 The Local Authority reserves the right to require documentary evidence before accepting that information given in an application is genuine. The Local Authority may consult with schools, other council departments, other admission authorities and the health authority or may ask parents to provide evidence.

7.2 The terms parent and carer includes all those people who have parental responsibility for a child who fall under the definition of “parent” as set out in Section 576 of the Education Act 1996.

7.3 The child’s home address is the permanent 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).

7.4 The LA reserves the right to withdraw an offer of place in certain limited circumstances. Examples include:

- Where a parent or carer has given fraudulent or intentionally misleading information such as a false address
- Where the parent or carer has not responded to an offer
- Where the offer was made as a result of an administrative error
- Where a higher preference offer can be made

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Appendix A

For a list of schools for whom Bristol City Council school accepts an application in year application visit the following weblink:

Schools that we process in year applications

For a list of schools that process their own in year admissions visit the following weblink:

Schools that process their own in year applications

We are unable to process applications for any school on this list. If a Bristol school appears on this list you will need to apply directly to the school. This information may be subject to change.

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