

**BRIDGE FARM PRIMARY SCHOOL**  
**ADMISSIONS POLICY**  
**Academic Year 2025/26**

**How to apply for a New Reception Primary School Place - See Bristol City Council website**

Bridge Farm Primary School is an Academy and as such, the Academy Governance Committee (AGC) is the admissions authority. However, the Academy uses the admissions service of Bristol City Council to help in the administration of the admissions process, including allocations, and rankings. All applications for admissions must be submitted to your home Local Authority (LA) by the published closing date.

**Published Admissions Number (PAN)**

The Academy has a PAN of 90, which means that it will admit 90 children into Reception Year Group. This includes children with Education, Health and Care Plans (EHCP) where the Academy is the identified education provider. If 90 or fewer applications (including those in receipt of an EHCP) are received, all those applying will be offered places. If the Academy receives more than 90 applications, i.e. the Academy is over-subscribed, the following procedure is followed:

**How places are allocated**

The following criteria will be applied in the order in which they appear below should the number of applicants exceed the number of places available, having first deducted from the PAN those children with an EHCP which has Bridge Farm Primary School as the identified education provider. These criteria have been agreed between Members of the AGC, Futura Learning Partnership and the LA.

**PRIORITY A**

Looked After Children or children who were previously looked after but immediately after being looked after became subject to an Adoption Order, Child Arrangements Order, or Special Guardianship Order, including those who appear to have been in state care outside England and ceased to be in state care as a result of adoption.

**PRIORITY B**

**Siblings** Where there are siblings in attendance at Bridge Farm Primary School and who will still be on roll in the year of entry. Sibling refers to brother or sister, half brother or sister, stepbrother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

**PRIORITY C**

**Children of staff** where that member of staff has been employed for two or more years at the time at which the application for admission to the Academy is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. Please see the 'Supplementary Application Form' at the end of this document

**PRIORITY D**

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

to the school. 'Home Address: 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 is registered with a doctor.

### **Home to school distances**

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's City Hall to the preferred schools.

### **Tie-breaks**

Where there are more applications than there are places remaining within a particular category, siblings will be given priority. After this, direct line distance from home to school will be used as a tie-break. 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 an individual who is independent of the Academy.

### **Special Educational Needs and Disability (SEND)**

Children with an EHCP follow the transfer arrangements set out in the SEND Code of Practice and associated regulations and are not subject to the general admission arrangements. Other children without an EHCP will be subject to the general admission arrangements.

### **Additional Notes**

Please note that applications for Bridge Farm Primary School should be made through the family's home local authority by the national closing date of 15<sup>th</sup> January 2025.

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.

For Priority C applicants the Academy's Supplementary Information Form must also be completed and returned direct to the Academy by the closing date of 15<sup>th</sup> January 2025.

### **In Year Admissions (i.e. all applications for existing year groups)**

All applications must be made directly to the Academy. An application is made by completing an application form which must be forwarded to the Academy. If no form is submitted the Academy will not be able to process the application. Please see the 'In Year Application Form' at the end of this document. All applications will be considered by the AGC and places will be offered if this will

not prejudice efficient education of others at the Academy or the efficient use of resources. Where there are more applicants at any one time than there are places available, priority will be determined by applying the Oversubscription Criteria as set out above.

**Admission Appeals**

If the AGC does not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much. Parents whose application is turned down by the AGC have the legal right to appeal to an Independent Appeals Panel (IAP). Details of how to appeal will be explained in the decision letter. The IAP's decision is binding for all parties concerned.

**Monitoring and Review**

The AGC will monitor this admissions policy and it will be reviewed annually. Review date February 2025.

## Supplementary information Form

**Priority C** - To be completed by the school staff parent

Bridge Farm Primary School is part of Futura Learning Partnership. The AGC of the school is the admission authority and has responsibility for setting the admissions policy.

**You must in all instances complete a Local Authority Common Application Form and return it to the Local Authority by 15 January 2025 for it to be considered as on time.**

The Admissions Policy states that to satisfy **Criteria C** school staff are defined as those who are employed by the school for two or more years or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage at the time of this application.

Once you have completed the form, then return the form to the School Office by the closing date of 15 January 2025 for the Head Teacher to sign.

School Office, Bridge Farm Primary School, Whitchurch, Bristol,  
BS14 0LL Tel: 0117 9030420

[enquiries@bridgefarmschool.org.uk](mailto:enquiries@bridgefarmschool.org.uk)

<b>Child's forename</b>	
<b>Child's surname</b>	
<b>Date of Birth</b>	
<b>Name of Parent/Guardian</b>	
<b>Address &amp; Post Code</b>	
<b>Phone Number</b>	

Part D to be completed by the Headteacher

Signed: \_\_\_\_\_ Name: : \_\_\_\_\_

Date:    /    /

Please return this form to the School Office by 15 January 2025

### In-year Application Form

<b>Preferred starting date</b>					
<b>Child's forename</b>					
<b>Child's surname</b>					
<b>Date of Birth</b>		<b>Gender</b>		<b>Current School Year</b>	
<b>Current Address</b>					
<b>Looked After Children</b>	<p>Is this child 'Looked after' by a Local Authority? Y/N</p> <p>If yes, Local Authority:</p> <p>Name of social worker:</p> <p>Email address:</p> <p>Has your child previously been 'Looked After'? Y/N</p> <p>If you tick yes, documentation will be required to support this. Please forward a copy of the Child Arrangements Order, Adoption Order, or Special Guardianship Order; together with a letter from the Local Authority that last 'looked after' the child confirming the child was in care of the Local Authority immediately prior to one of the above orders being granted.</p>				
<b>Parent/Career Details</b>	<p>Title:                      First name:</p> <p>Surname:</p> <p>Relationship to child:</p> <p>Do you have parental responsibility for the child? Y/N</p>				

<b>Current address &amp; post code (if different for the child's)</b>	
<b>Home phone</b>	
<b>Mobile phone</b>	
<b>Work mobile</b>	
<b>Email</b>	
<b>Current School and Year Group</b>	
<b>Reasons for moving school</b>	<p>What is the reason for requesting a move to Bridge farm School?</p> <p>Is there any other information that we should be made aware of?</p>
<b>Signature</b>	<p>I certify that the above information is true and accurate</p> <p>Date</p>

Please return this form to:  
 School Office, Bridge Farm Primary School, Whitchurch, Bristol, BS14 0LL  
 Tel: 0117 9030420  
[enquiries@bridgefarmschool.org.uk](mailto:enquiries@bridgefarmschool.org.uk)

## **In-Year Letter of Appeal**

### Parent/Carer Contact Details – BLOCK CAPITALS

Parent/Carer Name:

Home Telephone Number:

Mobile Telephone Number:

Alternative Telephone Number:

Address:

Email Address:

### Child's Details

First Name(s):

Surname/Family Name:

Date of Birth:    /        /

Address:

### Reasons for Preference/Grounds for Appeal:

Please provide your grounds for appeal in writing as soon as possible. An appeal hearing cannot be set up until the written grounds for appeal are received. (If required, please continue on a separate sheet)

Signed (Parent/Carer):                      Date:    /        /

Please return this form to:

School Office, Bridge Farm Primary School, Whitchurch, Bristol,  
BS14 0LL Tel: 0117 9030420

[enquiries@bridgefarmschool.org.uk](mailto:enquiries@bridgefarmschool.org.uk)