



**Bannerman Road  
COMMUNITY  
ACADEMY**

## **Determined Admissions Arrangements 2024/2025**

### **PURPOSE**

This document sets out the determined admission arrangements for Bannerman Road Community Academy (the Academy) in 2024/25.

### **GENERAL**

The Academy is an inclusive school that educates children from 3 to 11 years old.

Applications for a Reception place at the Academy made before the national deadline of 15 January 2024 are coordinated through Bristol City Council's (the Local Authority) Coordinated Scheme and its timetable. Parents will need to apply for a place in the Reception class of the Academy on the Common Application Form which is available from the Local Authority if they wish their child to be considered for a place. [New reception primary school place - bristol.gov.uk](https://www.bristol.gov.uk/new-reception-primary-school-place)

Applications made after the 15 January 2024 but before the start of term ("late" applications) should also be made in the same way. For applications made after the start of term, see "In-Year Admissions" below.

### **PUBLISHED ADMISSIONS NUMBER**

The Academy's published admission number ("PAN") is 60 for Reception. Where the number of applications is greater than the PAN the oversubscription criteria will be applied.

### **LATE APPLICATIONS**

Late applications will be dealt with in accordance with the procedures set down by the Local Authority as part of their coordinated scheme. [Primary admissions - bristol.gov.uk](https://www.bristol.gov.uk/primary-admissions)

### **FALSE AND/OR MISLEADING APPLICATIONS**

If we consider that there is evidence that parents have used false and/or misleading information to gain entry to the Academy (for example, a false address is given which denied a place to a child with a stronger claim), the concerns will be investigated, and the offer of a place may be withdrawn. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

### **EDUCATION, HEALTH AND CARE PLAN**

A child with an Education, Health and Care Plan that names the Academy will be admitted. The Academy's PAN will be adjusted to take this into account before the below oversubscription criteria are applied.

### **OVERSUBSCRIPTION CRITERIA**

When the Academy is oversubscribed, allocations will be made in the order of priority set out below.

### **1. Looked After children 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. 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). Previously looked after children also includes those 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.

### **2. Siblings**

- Where there are siblings in attendance at the Academy at the time of the application 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.

### **3. Geography – Children living closest to the Academy as measured in a direct line from the child's permanent home address to the Academy.**

- Permanent 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 lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday – Friday. If a child spends equal amounts of time 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 places at the Academy. This will normally be the address where the Child Benefit is paid.
- The distance from the child's permanent home address to the Academy will be measured in a direct line from a point on the permanent home address as held by the Local Authority to a point within the main Academy building using the Local Authority's computerised mapping system.

### **CHILDREN OF UK SERVICE PERSONNEL AND CROWN SERVANTS**

For families of service personnel with a confirmed posting to the area, or crown services returning from overseas to live in the area, who do not currently live in the area, a Unit postal address or quartering area address will be used as the home address, provided that the application is accompanied by an official letter that declares a relocation date and the address.

### **TIE-BREAK**

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place, then random allocation will be used. This process will be supervised by somebody independent of the Academy and Venturers Trust.

### **IN-YEAR ADMISSIONS**

In-year admissions are those made following an application made after the start of the 2024-2025 academic year to any year group including to Reception. All in year admissions are coordinated by the Academy's own admissions team. If a place is not available, the parent can ask for his or her child's name to be added to the waiting list. Parents whose child's application is turned down are entitled to appeal to an independent appeals panel. In Year admissions should be made on the in-year application form available from the academy office or from the website

<https://www.bannermanroadbristol.org/693/key-information/category/1/academy-admissions>

You will be notified of the admission decision within 15 academy days.

### **WAITING LISTS**

Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate in accordance with the oversubscription criteria above and not on the basis of the date an application is received. This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria. The waiting list will be maintained until 31 December in the school year of admissions.

### **FAIR ACCESS PROTOCOL**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. The Academy will comply with the Local Authority's Fair Access Protocol. This may mean admitting children above the PAN.

### **APPEALS**

Parents who are not offered a place for their child have the right to appeal to an independent appeals panel. Parents wishing to appeal should obtain an appeal form from the Academy office or by emailing [info@bannermanroadbristol.org](mailto:info@bannermanroadbristol.org). The form should be sent to the Clerk to the Appeal Panel, c/o Bannerman Road Community Academy, within 14 days of the date of the letter confirming the Governors' decision not to offer a place. The decision of the independent appeal panel is binding on all parties. Should an appeal be unsuccessful, the Governing Body will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

## OUT OF AGE GROUP APPLICATIONS

### a. Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Such requests should be sent to the Academy in writing and will be discussed with the Principal as early as possible in the admissions round associated with that child's date of birth. A CAF will still need to be completed, visit the Bristol.gov website for full details [Starting school later: reception class - bristol.gov.uk](https://www.bristol.gov.uk/starting-school-later-reception-class).

For Reception applications this will allow the Academy sufficient time to make a decision regarding the request before the closing date for applications and national offer day.

For any out of age group application, decisions to admit a pupil outside their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Principal.

There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede our ability to make an informed decision.

### b. Summer Born children

Summer born children (which refers to children born from 1 April to 31 August) are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning Year 1. Should the parent wish their child to be admitted to Reception, rather than Year 1, they may request that the child is admitted out of their normal age group.

Please note the following:

- (i) **You must make an application for admission to the Academy for September 2024 entry but make it clear on the application form that you wish your child to enter the Reception class in September 2025.**
- (ii) Discussions with the Academy are strongly recommended prior to making a decision to decline entry for an entire year **and** to be admitted to Reception in September 2025. Any

decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.

- (iii) If the request is agreed the September 2024 application may be withdrawn before a place is offered **but a fresh application will need to be made** for September 2025 entry **which will be processed along with all other applications and in accordance with the Academy's admission arrangements**. PLEASE NOTE that it is possible even if the request is agreed that the child may not be admitted to Reception in September 2025 as there is no guarantee of a school place.
- (iv) If the request is refused the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to year one for the September following the child's fifth birthday.

**c. Deferred entry and part time attendance below statutory school age**

A child may start at the Academy in the academic year in which he/she reaches the age of 5. Where the child has not yet reached statutory school age (5 years old), the child is entitled to a full time place and parents may choose for their child to attend full time. Alternatively, parents may choose for their child to attend part time until their child attains compulsory school age. If parents do not consider their child is ready to start school then they may defer entry altogether to later in the school year but not beyond the point at which the child reaches compulsory school age or not beyond the beginning of the final term in the school year (whichever is the sooner).

**Contact Details:**

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**BRISTOL CITY COUNCIL**

School Admissions  
Bristol City Council (City Hall) PO Box 3399 Bristol, BS1 9NE  
**Web;** <http://www.bristol.gov.uk/page/children-and-young-people/school-admissions>  
**Email;** [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)  
**Tel:** 0117 903 7694  
**Additional Guidance** [Choosing a school - DirectGov](#)