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The Barton Hill Way

Barton Hill Academy

Determined Admissions Arrangements 2025/2026

PURPOSE

This document sets out the determined admission arrangements for Barton Hill Academy in 2024/25.

GENERAL

Barton Hill Academy ("the Academy") is an inclusive school that educates children from 3 to 11 years old. The Governors are committed to ensure that admissions to the Academy reflect the full range of ability.

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.

Reception place admissions to the Academy are coordinated through Bristol City Council Local Authority's 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.

Late applicants will be dealt with in accordance with the procedures set down by Bristol Local Authority as part of their coordinated scheme. If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn.

Where applications are received from twins, triplets or same year siblings, the procedure will be to follow the same criteria.

The admission arrangements described in this document will apply to admissions in each year group through to Year 6. Admissions to all other year groups (other than Reception) and all in year admissions are coordinated by Barton Hill Academy's own admissions team and you are requested to contact the academy office directly.

Key Dates for Parents of Reception children (exact dates may vary within the month from year to year. Please go to: <https://www.bristol.gov.uk/schools-learning-earlyyears/primary-admissions>)

- **September**
Admissions systems open and will be published on our website
- **Mid-January**
Closing date for reception applications
- **Mid-April**
Results for all applications submitted on-time, sent to parent/carers by first class post. Those who applied online will also be sent an email with their results.
- **End April**
Deadline for parents to respond to offer
- **Third week of May** Deadline for appeals
- **Early June onwards**
Parents hear about re-allocated places
- **End of June onwards**
Appeals are heard

OVERSUBSCRIPTION CRITERIA

When the Academy is oversubscribed, allocations will be made in the following order of priority. 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. The aim is to meet the highest preference possible for every applicant by applying the published oversubscription criteria equally to all applications for a school.

1. Children in Care or children who were previously in Care but immediately after being in Care became subject to an Adoption Order, Child Arrangements Order, or Special Guardianship Order.

- Highest priority will be given to looked after children and all previously looked after children, including 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). All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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.

2. Siblings

- Where there are siblings in attendance at the Academy 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 home address to the Academy.

- '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 Benefit is paid. '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 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, siblings will be given priority. After this, direct line distance from home to school will be used as a tiebreak. 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 a third party independent from the Trust.

Special Educational Needs

Children with an Education, Health and Care Plan (EHCP) follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements. A child with an EHCP that names the Academy will be admitted and the number of available places will reduce accordingly.

Late applicants will be dealt with in accordance with the procedures set down by Bristol Local Authority as part of their coordinated scheme. If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn.

IN-YEAR ADMISSIONS

The Academy will consider all such applications and if the year group applied for has a place available, a place will be offered. It is not our policy to admit children who are currently placed in a local primary school without first contacting the school and discussing if a move of schools is in the best interest of the child. If the Academy feels unable to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to the local authority under the Fair Access Protocol. 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 application is turned down are entitled to appeal to an independent appeals panel.

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. The form should be sent to the Clerk to the Appeal Panel, c/o Barton Hill Academy, within 14 days of the date of the letter confirming the Governors' decision not to offer a place. 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.

WAITING LISTS

Subject to any provisions regarding waiting lists in the BCC's co-ordinated admission scheme, the Academy will operate a waiting list. 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.

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 and will be discussed with the Principal as early as possible in the admissions round associated with that child's date of birth. 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. The Academy must have regard to the views of the Principal. In addition, we may request supporting professional evidence to assist in the decision-making. 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 2023 application may be withdrawn before a place is offered **but a fresh application will need to be made** for September 2024 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 2024 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
Tel: 0117 903 7694
Additional Guidance [Choosing a school - DirectGov](#)