

2025/26 ACADEMIC YEAR PRIMARY ADMISSIONS CRITERIA

How to make an application for a place

Cheddar Grove Primary School is part of an Academy and as such the Local Governance Committee 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

The Academy has a Published Admission Number of 480 which means that it will admit 60 children into Reception Class. This includes children with Education, Health and Care Plans (EHCP) where the Academy is the identified education provider. If 60 or fewer applications (including those in receipt of an Education, Health and Care Plan) are received, all those applying will be offered places. If the Academy receives more than 60 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 published admission number those children with an Educational Health Care Plan (EHCP) which has Cheddar Grove Primary School as their named school. These criteria have been agreed between Members of the Academy Governance Committee, Futura Learning Partnership and the Local Authority.

PRIORITY A

Children in Care or children who were previously in Care but immediately after being in Care became subject to an adoption, child arrangement order, or special guardianship order.

Children in care (LAC) are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.

PRIORITY B

Siblings. Where there are siblings in attendance at Cheddar Grove Primary School and who will still be on roll in the year of entry. Sibling refers to brother or sister, half brother or sister, step brother 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.

Definitions

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 and where the child is registered with a doctor.' (Bristol City Council Guidance).

For Reception Admissions 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.

For Nursery and In Year Admissions 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 following website: <https://www.freemaptools.com/distance-between-uk-postcodes.htm> or a similar mapping website.

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.

Education, Health and Care Plan

Children with an Education, Health and Care Plan 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 Education, Health and Care Plan will be subject to the general admission arrangements.

Additional Notes

Please note that applications for Cheddar Grove Primary School should be made through the family's home local authority by the national closing date set by Bristol City Council (to be confirmed). For Priority C applicants the Academy's Supplementary Information Form must also be completed and returned direct to the Academy by the closing date set by Bristol City Council (to be confirmed).

In Year Admissions 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 Academy Governance Committee 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.

Nursery Admissions

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 'Nursery Application Form' at the end of this document.

How Nursery places are allocated

1. Priority for allocating part-time places (15hrs) will be as follows (in order of priority):

1. Children in Care aged 3 by the end of August.
2. Children in Need aged 3 by the end of August.
3. Other children aged 3 by the end of August who are children of families with specific needs.
4. Siblings within Cheddar Grove Primary School.
5. The distance in a straight line from home to school (as the crow flies)

2. If places are remaining after part-time places have been allocated to all Bristol children aged 3 by the end of August, the remaining places will be offered to those wanting two sessions (30hrs).

Priority for the allocations of two sessions (30hrs) will be as follows (in order of priority):

1. Children in Care aged 3 by the end of August.
2. Children in Need aged 3 by the end of August.
3. Children with Specific Difficulties.
4. Siblings within Cheddar Grove Primary School
5. The distance in a straight line from home to school (as the crow flies)

3. Part-time places can be offered to children who become 3 on or after September if all attempts to fill the places as above have been exhausted.

4. The School will not hold any places vacant for children (in Need or otherwise) who might apply for places during the school year. Vacancies arising during the year will be filled as soon as possible.

5. If a parent chooses to delay their child's date of entry to reception class, the nursery place for that child will not generally continue unless it is recognised that the child has very exceptional needs and the delayed transfer is agreed by parents, both head teachers and by the relevant officer of the Local Authority.

6. The Academy Governance Committee is involved with the allocation of places in the nursery.

7. Nursery classes have been established by the Local Authority as area provision therefore priority cannot be given to children who are anticipated to continue attending the school in the reception class.

8. It should be made clear to parents that:

- Admission to a nursery class does not guarantee an automatic right to continued education in the same school and whether or not the child has attended a Local Authority nursery is not taken into consideration in the allocation of places in Year R.
- Whilst more than one nursery may offer a place to the same child, only one of the offers for their child may be taken up;
- Regular attendance is required to maintain a place in the nursery class or school, but close liaison should take place with health visitors or social workers as appropriate if there are concerns regarding a child's attendance.
- Any discrepancies regarding allocation of places, that are brought to the attention of the school, will be followed up in accordance with local authority procedure.

Admission Appeals

If the Academy Governance Committee 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 Governing Body 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 Governing Body will monitor this admissions policy and it will be reviewed at least every two years or sooner if required.

Preferred Start Date			
Child's Details			
Child's Legal Forename			
Child's Legal Surname			
Child's Preferred Name			
Date of Birth		Gender	M/F
Current Address including postcode			
House Move	<p>If the Child/Family are moving house, please give address moving to including postcode:</p> <p>Anticipated date of move: __/__/____ (We may require confirmation of this address at a later date)</p>		
Looked After Children	<p>Is this child 'Looked after' by a local authority? Y/N</p> <p>If yes, which Local Authority: _____</p> <p>Name of social worker: _____</p> <p>Contact phone number: _____</p> <p>Email address: _____</p> <p>Has your child previously been 'Look 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>		
Parent/Carer Details			
Parent/Carer 1			
Parent/Carer Details	Title: Miss/Ms/Mrs/Mr	First Name:	
	Surname:		
	Relationship to the child:		
	Do you have parental responsibility for the child?		Y/N
Current Address & Postcode (if different from child's)			

Home Phone	
Mobile Phone	
Work Phone	
Email	
Parent/Carer 2	
Parent/Carer Details	Title: Miss/Ms/Mrs/Mr First Name: Surname: Relationship to the child: Do you have parental responsibility for the child? Y/N
Current Address & Postcode (if different from child's)	
Home Phone	
Mobile Phone	
Work Phone	
Email	
Additional Information	
SEND Details	Does your child have an Education Health Care Plan (EHCP); need extra support for their learning or any other additional needs? Y/N If Yes, please provide specific details:
Reason for moving	What is the reason for requesting a move to Cheddar Grove Primary School? Is there any other information that we should be made aware of?
Signature	I certify that the above information is true and accurate. Signed: _____(Parent/Carer) Print Name: _____ Date: _____

The Data Protection Act 2018

You are able access 'Use of Data' policies online via the Cheddar Grove Website:

<http://www.cheddargroveprimary.co.uk/policies/>

Please return this form to:

Cheddar Grove Primary School, Bedminster Down, Bristol, BS13 7EN

office@cheddargroveschool.org.uk Tel: 01179030418

Parent/Carer Contact Details – BLOCK CAPITALS

Parent/Carer Name: _____

Home Telephone Number: _____

Mobile Telephone Number: _____

Alternative Telephone Number: _____

Email address: _____

Child's Details

First Name(s): _____

Surname/Family Name: _____

Date of Birth: ____/____/____

Address including post code: _____

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: ____/____/____

SUPPLEMENTARY APPLICATION FORM

Priority C

To be completed by the School staff Parent/Carer

Cheddar Grove Primary School is part of Wellsway Multi Academy Trust. The Governing body of the School is the admission authority and has responsibility for setting the admissions policy.

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 Part C please ask the Head Teacher to complete part D and then pass the form to the School Office by the closing date of 15 January.

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

Child's Legal Forename			
Child's Legal Surname			
Child's Preferred Name			
Date of Birth		Gender	M/F
Name of Parent/Carer		Relationship to Child	
Address & Postcode			
Phone Number			
If you do not have parental responsibility for the child, please tick the box			<input type="checkbox"/>

Part D To be completed by the Head Teacher

Signed: _____ Name: _____

Date: _____

Please return this form to the School Office by 15th January.