Cotham Gardens Primary School

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Admission Arrangements for 2027/28 school year for first admission to Reception year

All Local Authorities in England are required to have coordinated arrangements for admission to Reception in primary schools and to Year 7 in secondary schools. Parents and carers of children who are residents in Bristol apply to the City Council on the common application form regardless of where the schools applied for are situated.

Bristol will coordinate applications for schools in Bristol including academies, community schools, foundation schools, voluntary aided schools and voluntary controlled schools and will liaise with other local authorities where Bristol parents apply for schools outside of the city.

All Bristol resident children will receive a single offer of a school place that will be sent by Bristol City Council on the relevant National Offer Day.

In some cases where new schools are being established the first year of entry may not be coordinated through the local authority.

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. We aim to meet the highest preference possible for every applicant by applying the published oversubscription criteria equally to all applications for a school.

For more information regarding the process for applying for a school place and the allocation of primary school places in Bristol please refer to the Local Authority's coordinated scheme for primary schools. For non-Bristol schools, please refer the relevant Local Authority where the school is located.

Admission Arrangements for 2027/2028 school year for first admission to Cotham Gardens Primary School

Oversubscription criteria
Where there are more applications than the 30 places available at Cotham Gardens Primary School, allocations will be made in the following order of priority.

1. Children in care or children who were previously in care.

i. To a Local Authority in England and immediately after being in care who became subject to an adoption, child arrangement order, or special guardianship order.
ii. 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 arrangement order or special guardianship order).

2. Siblings
Where there are siblings in attendance at the preferred school or paired junior school and who will still be on roll in the year of entry.

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

Definitions

Children in Care and Children Previously in Care

i. Children in care are children who are in the care of a local authority or provided with accommodation by that authority under section 22 of the Children Act1989. 1989 Children's Act.

ii. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. Applicants can provide evidence demonstrating their child was previously in care to an institution acting as a Local Authority, or an organisation that supports the best interests of the community/child. In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child, confirming that they were looked after immediately prior to that order being made, or such evidence that demonstrates a child was in state care outside of England prior to being adopted.

Children in Care and Children Previously in Care are sometimes referred to as Looked After and Previously Looked After Children.

Siblings
Sibling refers to children who live permanently in the same household and who are;

- brother or sister,
- half brother or sister,
- step brother or sister,
- adopted or fostered brother or sister,
- a child of the parent or carer's partner;

Where the child for whom a place is being sought is living in the same family unit at the same address.

Pupils will not be considered as a sibling link where children are; in pre-school, in a nursery class attached to the school or children who have left the school in the year of entry. For example, children applying for a reception place where the older sibling is in Year 6 and will no longer be in primary education for the following September.

Home address
The home address is where the child spends the majority of their time and is living with the person who has parental responsibility and is the main 'carer', as defined in section 576 of the Education Act 1996.

Bristol will not accept more than one 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.

Home to school distance

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 a typical accommodation such as a van on the public highway or boat without permanent mooring, the home to school distance will be calculated from Bristol City Hall to the preferred schools.

Tie-breaks

Where there are more applications than there are places remaining within a particular category, the direct line distance from home to school will be used as a tie-break. When the furthest distance to qualify for a place relates to a household containing two or more children for whom application are made (e.g. twins), the place will be offered to one child unless the admission authority agrees to admit the subsequent child(ren) as an excepted child under infant class size legislation (School Admissions Code Para; 2.15 g). The remaining child(ren) will be considered under the sibling criterion if further places become available.

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 building to school; the available place(s) will be allocated by drawing lots. Any offer of a place will be determined by drawing lots, overseen by a member of staff from Bristol City Council Legal Services.

Education, Health and Care Plans Children with Education Health and Care Plans (EHCP) follow the transfer arrangements set out in the SEND Code of Practice and associated regulations and are not subject to general admissions arrangements. Applications for children with EHCPs should not be submitted on the Common Application Form (CAF).

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