LIGHTHOUSE
SCHOOLS PARTNERSHIP

SCHOOL ADMISSION ARRANGEMENTS FOR BRISTOL PRIMARY SCHOOLS WITHIN THE LIGHTHOUSE SCHOOLS PARTNERSHIP 2027-28

Statutory Policy

Approved by the Trust Board	
Signed:  **Name: Adele Haysom** **Board of Trustees**	**Date: 26 February 2026**
Authorised for Issue	
Signed:  **Name: Gary Lewis** **Chief Executive Officer (CEO)**	**Date: 26 February 2026**

School Admission Arrangements for Bristol primary-phase schools within the Lighthouse Schools Partnership 2027-28

Contents

1. Introduction

2. Oversubscription criteria and published admissions numbers

3. Starting at a Primary school
   - 3.1. Applying
   - 3.2. Deadline

4. In year school transfer applications
   - 4.1. Applications
   - 4.2. Outcome
   - 4.3. Alternative places
   - 4.4. Waiting list
   - 4.5. UK Service Personnel and Crown Servants
   - 4.6. Fair access

5. General information
   - 5.1. Who can apply
   - 5.2. Parent
   - 5.3. Home address
   - 5.4. Change of address
   - 5.5. Documentary evidence
   - 5.6. Supporting documents
   - 5.7. Withdrawal of an offer
   - 5.8. Children in care
   - 5.9. Siblings
   - 5.10. Distances
   - 5.11. Admissions of children outside their normal chronological age group (delayed or accelerated entry)
   - 5.12. Deferred entry
   - 5.13. Appeals
   - 5.14. Education, Health and Care Plan
   - 5.15. Alteration

6. Contact details

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Introduction

The Lighthouse Schools Partnership is a schools trust with schools across the age range providing education to children and young people from Nursery to Sixth Form. It is a not-for-profit charity with the key aim of 'advancing education for public benefit'. The Trust includes both community and Church of England schools.

The Lighthouse Schools Partnership has developed and published these Admission Arrangements to help explain the admission application process clearly and comprehensively, so that parents and children are suitably informed when choosing and applying for a preferred school. The arrangements comply with the requirements of the 2021 School Admissions Code and the 2022 School Admission Appeals Code issued, issued under Section 84 of the School Standards and Framework Act 1998. Any concern regarding statutory compliance, fairness or equality of local policy/practice, should be directed to the Lighthouse Schools Partnership via any of its schools. If the matter cannot be resolved locally, a complaint may be raised with the Office of the Schools Adjudicator (see Part 7 for contact details). Every admission application received will be administered in a fair and equitable way, in strict accordance with published policy and practice.

In accordance with our schools' academy status, the Board of Trustees is the Admissions Authority.

The 'day to day' management of school admissions is delegated to an Admissions Committee established within each school setting. If you would like to discuss your specific requirements or need further help with any aspect of the admissions process, please contact the individual school. It is recommended that you also visit the school websites which provide a lot of useful information about the school, its community and curriculum and the Lighthouse Schools Partnership.

Oversubscription criteria and published admissions number

Where a school is named in a child's Education, Health and Care Plan, the Admission Authority for the school is legally required to admit the child to the school. Such children will therefore be allocated places at the named school before the oversubscription criteria is applied.

If a school receives more applications than the admission number, the oversubscription criteria will be used to determine who will be allocated places. All applications will be ranked in accordance with the criteria given in order of priority. Within each criterion, priority will be given to children living closest to the school measured in a direct line.

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2. Primary Schools

School	Age range	Year of intake	Admissions number
Easton CE Primary School	4-11	Reception	60
Fishponds CE Primary School	4-11	Reception	45
Horfield CE Primary School	4-11	Reception	60
St Mary Redcliffe CE Primary	4-11	Reception	60

Easton CE Primary School

1. Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.

2. Siblings of pupils attending the school at the time of application and who will still be on roll at time of admission.

3. Distance from School. Proximity to the school with those living closest to the school having priority.

Within each criterion, priority will be given to children living closest to the school measured in a direct line.

Tiebreaker:

Proximity to the school:

i. 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.
ii. 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 and independently verified.

Fishponds CE Primary School

1. Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a Child

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Arrangements Order or special guardianship order) immediately following having been in Care.

2. Siblings of pupils attending the school at the time of application and who will still be on roll at time of admission.

3. Faith-based: Places will be allocated to 6 (15% of year group intake) Christian children prioritised in the following order:

i. Regular attendance at public worship at **All Saints** or **St Mary's Churches Fishponds** Church of England church. Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least **12** times in the twelve months immediately prior to the date of application.

ii. Regular attendance at public worship in any Church of England church. Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least **12** times in the twelve months immediately prior to the date of application.

iii. Attendance at public worship in any other Christian church.

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at: https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

A parent or parents wishing to apply against this criterion must complete a Supplementary Information Form (Appendix A). Attendance at public worship (or its specified equivalent for faith bodies which are not a Christian church where that is provided for in the admissions arrangements) will be established by information provided on the Supplementary Information Form, including verification by the relevant Minister/Faith Leader or their designated officer. For the purposes of these admission arrangements 'regular' means attendance at least **12** times in the twelve months immediately prior to the date of application.

In the event that during the period specified for attendance at worship the church or relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or relevant place of worship, or alternative premises have been available for public worship.

4. Social and Medical Need. Admission on social or medical grounds can be considered where the medical condition relates either to the child in question or a parent/carer, brother or sister or other relative/childminder. Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required, as well as completion of the Supplementary Information Form (which can be found in Appendix A).

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5. Pupil Premium, including the Early Years pupil premium and the Service premium. Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority. Children given priority under this criterion fall into the following categories:

    i. Children eligible to be registered for free school meals and children who have been registered as eligible for free school meals at any point in the last six years;
    ii. Children eligible to receive the Early Years premium; and
    iii. Children whose parent(s) are serving in the regular UK armed forces, the children of regular armed forces personnel who were serving in the past 3 years, or children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

6. Children of Staff. Children of all staff will be considered where the parent has a permanent contract of employment. Their normal base of work must be at **Fishponds Church of England Primary School** and their employment contract must have been in place for two or more years at the time of the closing date for application for admission.

7. Distance from School. Proximity to the school with those living closest to the school having priority.

    Within each criterion, priority will be given to children living closest to the school measured in a direct line.

Tiebreaker:

Proximity to the school:

i. 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.
ii. 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 and independently verified.

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Horfield CE Primary School

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2. Siblings of pupils attending the school at the time of application and who will still be on roll at time of admission.

3. Distance from School. Proximity to the school with those living closest to the school having priority.

Within each criterion, priority will be given to children living closest to the school measured in a direct line.

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ii. 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 and independently verified.

St Mary Redcliffe CE Primary

1. Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or special guardianship order) immediately following having been in Care.

2. Siblings of pupils attending the school at the time of application and who will still be on roll at time of admission.

3. Distance from School. Proximity to the school with those living closest to the school having priority.

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ii. 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 and independently verified.

Starting at Primary School

The following information should be read in conjunction with the 2027-28 Coordinated Admission Scheme published by the Local Authority in the area which the child lives (the home Local Authority).

The scheme can be viewed on the Bristol City Council's website: https://www.bristol.gov.uk/residents/schools-learning-and-early-years/school-admissions

3.1 Applying

Bristol residents seeking school places should apply on a Bristol City Council application form. Residents outside of Bristol seeking places at Bristol schools should apply for places on their home Local Authority's application form.

Children who attend a nursery school do not transfer automatically into Reception. Parents must make a separate application for transferring from nursery to Reception. Attendance at a nursery does not guarantee admission to a particular school.

For Bristol children the application form is available for submission using the online system on the Bristol City Council website or in a paper form. Applicants are strongly advised to read the parent guide for this intake which is available on Bristol City Council's website.

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3.2 Deadline

Applications must be received by:

- Primary Schools: 23:59 on 15 January 2027

Otherwise the application will be recorded as late. Late applications will not be considered in the first round of allocations and an outcome will not be sent on the National Offer Day (16 April 2027).

In year school transfer applications

The following applications will be treated as in-year admissions during 2027-28:

- applications for admission to Reception which are received after 1 September 2027;
- all other applications for admission to Years 1 to 6.

School's mentioned in this policy may be part of the Bristol City Council in-year coordinated application scheme. Parents should apply directly to the school for in-year admission applications.

4.1 Applications

Except for deferred entry for Reception Year Group children, applications will not normally be considered in advance of the date the place is required this will be up to 21 school days in advance. However, applications for admission in September 2027 can be made from 1 June 2027.

4.2 Outcome

Upon receipt of an in-year application, the local authority will aim to notify the parents of the outcome of their application in writing within 10 school days, but they must be notified in writing within 15 school days. Where an application is refused, the reason for refusal will be set out along with information about the right to appeal. Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school. Any offer of a school place is valid for 21 days unless withdrawn by the parent or Bristol City Council.

4.3 Alternative places

The Admissions Authority is required to notify Bristol City Council of any in year transfer applications received and the outcome of them. If a place is unable to be offered at a preferred school and the applicant is, or has proven they will be, a resident of Bristol City Council then the Council will either:

4.3.1 offer a place at the nearest school to the home address with a place available

4.3.2 advise the applicant of places that may be available at Own Admission Authority school(s)

4.3.3 if the child is currently attending the nearest available school to the home address, the Council is not required to take any actions.

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4.4 Waiting list

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until 31st December of the admission year.

This will be maintained by the individual school, and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

The waiting list will be reordered in accordance with the School's oversubscription criteria (listed above) whenever anyone is added to or leaves it.

Children who are the subject of a direction by a Council to admit or those who are allocated a school in accordance with the Fair Access Protocol, will take precedence over those on the waiting list.

Priority will not be given on the basis of the date an application was added to the list. All applications must be ranked in line with the Admission Authority's oversubscription criteria and any allocations will be made using this. Waiting list positions can go up as well as down as additional applicants are added to or removed from the waiting list and ranked in accordance with the specific oversubscription criteria.

4.5 UK Service Personnel and Crown Servants

For UK Service Personnel and other Crown Servants, where possible, places may be allocated in advance of the pupils return to the UK provided the MOD, FCO or GCHQ have provided a letter declaring a return date and residency placement. Places may be offered and reserved up to one term in advance of the place being required. Bristol City Council operates 6 terms per year. Term dates can be found at https://www.bristol.gov.uk/residents/schools-learning-and-early-years/school-term-and-holiday-dates

4.6 Fair Access Protocol

Each Local Authority **must** have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the Local Authority **must** ensure that no school - including those with available places – is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol **must** include how the Local Authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

The Fair Access Protocol is available at https://www.bristol.gov.uk/keeping-kids-in-school/for-schools/fair-access-protocol

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General Information

5.1 Who can apply

Applications will be accepted for children who meet one or more of the following:

- they are resident in the UK
- they hold full British Citizen Passports
- they are from countries whose passports have been endorsed to show that they have the right to abode in this country

Applications for children who do not meet one of the above will not be accepted until the child is in this country.

5.2 Parent

This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. All references within this document to parent(s) therefore include carers.

5.3 Home address

A child's home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time as at the closing date and time. This would normally be the same address as a person who has parental responsibility for the child and is their main carer.

An address used for childcare arrangements cannot be used as the home address. The address of a child that is different from their parents where the move to this address is expressly linked to obtaining a school place will not be accepted.

Where parents do not live together, and the child spends equal amounts of time with both parents, the home will be considered to be that of the parent who made the application to be the child's home.

More than one address will not be accepted as the child's home address. If necessary, the terms of a residency order may clarify the home address.

If parents share parental responsibility for the child, and both parents submit an application form, both parents will be asked to determine which application should be considered and which application should be withdrawn. If parents are unable to reach an agreement, a Specific Issues Order or a residency order will be requested to be seen for clarification on which address should be used.

In the absence of any Specific Issues or residency order, the home address will be considered to be that of the parent with the primary day to day care and control of the child. In reaching this decision, evidence may be requested from both parents. Examples of evidence would be the address of the parent who receives Child Benefit and/or the address which is registered with a medical GP. Parents are urged to reach agreement but where they do not, the home address will be determined for them.

If a child is temporarily living away from their parents in a different Council area,

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the Council where the child ordinarily lives will continue to be the home Council.

Whilst the place of residence of the child for the first round of allocations would normally be their physical place of residence as at Closing Date and time for applications, it should be noted that in certain circumstances and acting in the interests of the child, an alternative place of residence may be used*, for example where a child is temporarily living away from their parent's home and the new temporary place of residence is the home where the child is likely to be living whilst attending school.

*If necessary this would be determined by Bristol City Council.

5.4 Change of Address

After the bulk admission closing date of 15 January 2027 and up to 19 January 2027, applicants can make limited changes to their applications including; confirming a change of address.

The Local Authority (Bristol City Council) will need documentary evidence to confirm your new address.

Where a change of address is from one Local Authority to another, the Local Authority of the new address, will then normally be the home Local Authority. The new home Local Authority will then process the application and notify the parents of the outcome.

5.5 Documentary evidence

The Admissions Authority reserves the right to require documentary evidence of the genuineness of a family address and if this is not produced, reserves the right to make its own enquiries, including unannounced home visits.

The child's normal permanent home address where he or she lives with his or her parents or legal guardians will be used to decide where the child lives. If parents or guardians plan to move documentary evidence will be required. In all cases, it is the responsibility of the applicant to confirm that the Local Authority and school have received the documentary evidence.

Examples of evidence that may be acceptable to determine a child's address are:

i. A solicitor's letter confirming exchange of contracts and a completion date for a property which is being purchased or a property which is being sold.
ii. A copy of a signed rental agreement or a solicitor's letter if moving to a Council or rented property and proof of your sale or Notice to Quit on your current/previous property.
iii. A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
iv. If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required

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confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property. Applicants must also provide documentation showing the applicants name and new address.

5.6 Supporting documents

Any letters/supporting documents should also be submitted to the Admissions Authority.

Whilst it is not the responsibility of other offices/schools, the Admissions Authority will use discretion and may accept applications/documents received by other Councils, Schools or other Council offices that are passed to the School Admissions Team. They will be accepted as on time if Bristol City Council feels they were submitted by the closing time and date.

5.7 Withdrawal of an offer

The Admissions Authority reserves the right to withdraw an offer of a school place in certain limited circumstances. Examples include:

i. Where a parent has given fraudulent or intentionally misleading information such as a false address, which effectively denied a place to a child with a stronger claim.

ii. Where a parent has not responded to an offer within the deadline set or to any subsequent reminder to reply within a further 7 days.

iii. Where the offer was made as a result of an administrative error.

iv. If children do not commence attendance at school at the date arranged for their child to commence and the school is not given a satisfactory reason for the absence.

If a child or parent(s) move address but the parents do not inform the Admissions Authority, this may be deemed to be intentionally misleading and any place offered may be withdrawn if it has denied another child a place.

Where before offers are made, an application is deemed to be fraudulent or intentionally misleading the application will be considered on the basis of the correct information. It is the parent's responsibility to inform Bristol City Council and the Admissions Authority if their contact details change after making an application.

5.8 Children in Care

Children in Care are defined as follows:
Children in Care' are children who are (a) in the care of a local Council or (b) being provided with accommodation by a local Council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

For Children previously in Care:

5.8.1 this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders)

5.8.2 child arrangements orders are defined in s.8 if the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child

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arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order
5.8.3 in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians)
5.8.4 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.

5.9 Siblings

To be considered as a sibling a child must be living at the same address for the majority of the time (at least 50% of the time), as a full, half, step or adoptive sibling.

Full and adoptive siblings are defined as children who have the same biological or adoptive parents.

Half siblings are defined as children who share only one biological or adoptive parent.

Step siblings are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address the Admissions Authority considers to be the address of the child for whom the application is made.

It is the responsibility of parents to ensure that they declare on their application if they have a child (or have been allocated a place for a child) at their preferred school(s) or to inform the Admissions Authority if a child obtains a place after they have applied.

A sibling must be attending (or is expected by the Admissions Authority to be attending) the school at the time of admission.

A child attending a nursery/pre-school part of a school does not count as a sibling attending the school at the time of admission.

5.10 Distances

A direct line distance is where distances are measured in a straight line between the address point of the child's home and the main entrance marker for the school, indicated on Bristol City Council's computerised system(s). Unless stated otherwise, where the direct line distances are equal, the ranking of applications will be determined by drawing lots.

5.11 Admissions of children outside their normal chronological age group (delayed or accelerated entry)

Admissions of children outside their normal chronological age group (delayed or accelerated entry):

Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not the chronological age year

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group, will be considered. The Admissions Authority for the school will make the final decision. In addition, parents of summer born children (born on or between 1 April and 31 August) can request to admit their child into the Reception year, one year after they would normally enter the school. The Admissions Authority for the school will make the final decision.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. This will include taking into account:

5.11.1 the parent's views;

5.11.2 information about the child's academic, social and emotional development;

5.11.3 where relevant, their medical history and the views of a medical professional;

5.11.4 whether they have previously been educated out of their normal age group;

5.11.5 whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Admissions Authority must also take into account the views of the head teacher.

Parents will need to write to the school to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed.

Where the Admission Authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the agreed admission cohort. The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Where the Admission Authority does not agree a request for a summer born child to be admitted into the Reception Year Group, the parent may apply for their child to be admitted with their chronological age group for admission at the time they would normally enter the school. Such children who do not start school in the school year that they become 5 will normally be placed in a Year 1 class and will miss the Reception year.

5.12 Deferred Entry

Places will be offered for admission in September 2027. However, depending on their child's date of birth, places may be deferred until the start of term 3 or term 5 but no later than the term following the child's fifth birthday and cannot be deferred until the start of the following academic year. Parents should make any request to the school for a deferment once they have received an offer of a school place. The school place will be held for that child and will not be available to be offered to another child.

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All children offered a place are entitled to a full-time place in the September following their fourth birthday. Parents can request that their child takes up their place on a part- time basis until their child reaches compulsory school age.

If parents wish to defer their child's admission and the term following their fifth birthday would be September 2027, parents will need to notify the school, where a place has been offered, of their intentions to do so. Parents will need to put this in writing to the school and their child's place at the school will be withdrawn and may be offered to another child. It is then the parent's responsibility to apply for a school place in year 1, with their chronological cohort.

Parents should be aware that a school might become full in the Reception age group with pupils whose parent applies for a place during the 2027-28 school year. There may be no places available in a preferred school for those who defer their child's admission until Year 1. These parents will need to apply for a Year 1 school place for their child and these applications will be considered from June 2027 onwards.

All children offered a place are entitled to a full time place in the September following their fourth birthday.

Parents may also request that that their child takes up their place part time until the child reaches compulsory school age.

5.13 Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.
Details of how to appeal are included in the outcome email or letter.

The timeline for the Appeals process is on the Lighthouse Schools Partnership website.

5.14 Education, Health and Care Plan

Applicants in receipt of an Education, Health and Care Plan should contact their SEN Officer to apply for schools.

5.15 Alteration

It should be noted that this policy is subject to alteration to reflect any changes in legislation, case law, Council policy or to ensure legal compliance.

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Contact details

	Address:	Easton CE Primary School Beaufort Street Bristol BS5 0SQ
	Telephone: Email: Website:	0117 377 3070 School@eceps.org.uk www.eceps.org.uk
	Address:	Fishponds CofE Primary Fishponds Road Fishponds Bristol BS16 3UH
	Telephone: Email: Website:	0117 903 0491 fishpondsceacademy@fceps.org.uk www.fceps.org.uk
	Address:	Bishop Manor Road Westbury-on-Trym Bristol BS10 5BD
	Tel No: Email: Website:	01179 030 041 office@horfieldce.org.uk hwww.horfieldceprimaryschool.org/
	Address:	St Mary Redcliffe CofE Primary Windmill Close Windmill Hill Bristol BS3 4DP
	Tel No: Email: Website:	0117 353 4760 admin.smrp@smrp.org.uk www.smrp.org.uk

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LIGHTHOUSE SCHOOLS PARTNERSHIP	Address: Lighthouse Schools Partnership St Mary's Road Portishead North Somerset BS20 7QR Telephone 01275 841396 Email: enquiries@lsp.org.uk www.lsp.org.uk Website:
BRISTOL CITY COUNCIL	Address: School Admissions Team Bristol City Council PO Box 3399 Bristol BS1 9NE Email school.admissions@bristol.gov.uk Website https://www.bristol.gov.uk/residents/schools-learning-and-early-years/school-admissions

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Appendix A – Supplementary Application Forms for Fishponds CofE Primary School

FAITH BASED APPLICATIONS (CRITERIA 3)

This supplementary application form (in addition to the local authority form) should be used if you wish to apply for a place at Fishponds CofE Primary School under the faith oversubscription criteria.

The supplementary information should be returned directly to the school FAO Headteacher at Fishponds CE Primary School, Fishponds Road, Fishponds, Bristol, BS16 3UH **by the published application closure date (15 January 2026)**.

You will receive an acknowledgement that we have received your postal form if you enclose a stamped addressed postcard or envelope.

PLEASE COMPLETE IN BLOCK CAPITALS

Parent or Carer Details			
Forename:		Surname:	
Relationship to the child:			
Home Address:			
Telephone number (Home):		Telephone number (Mobile or work):	
Email address:			

Child's Details			
Legal Forename(s):		Legal Surname:	
Date of Birth:	D D M M Y Y		
Current Home Address:			

If you or your child regularly worship at a Christian Church, please complete this section.

'Christian church' means either an Anglican Church or another church or ecclesial community which confesses the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church; and to fulfil their mission to proclaim the Gospel by common witness and

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service in the world.

An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and Churches Together in Britain and Ireland are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at: National Designated Churches

Do you or your child regularly worship in an Anglican Church or any other Christian Church?:	Yes/No
If yes, please enter the name and address of the Church:	

Please ask the religious leader of your place of worship to complete the section below

Religious leader's recommendation

To the best of my knowledge the above parent and/or child attends religious services at the Church named above.

Please tick to identify whether they are either 'at the heart of the church' or 'attached to the church':

At the heart of the Church:	Yes/No	**Attached to the church:**	Yes/No
An applicant "at the heart of the church" would be a regular worshipper who worships twice a month. To accommodate difficult patterns of work and family relationships, account should be taken of weekday worship. The worshipper could be the child for whom application is made or one or both parents.		An applicant "attached to the church" means an infrequent worshipper, i.e., who has worshipped less than twice a month or for less than two years prior to the date of application.	

Please enter the name and address of the Church:

Signed (religious leader):		Date:	

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Name (printed):		Position:	

Declaration			
I state, to the best of my knowledge and belief, that the information I have given is correct and complete and I will advise Fishponds CofE Primary School in writing of any changes to the information on this form. I understand that the provision of incorrect information could lead to the withdrawal of an offer of a school place. I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and personal data may be exchanged with other departments within the local authority, other local authorities and the admission authority. I understand that if I submit this form or any evidence after the closing date it may not be considered until after the national offer day.			
Signed (parent/carer):		Date:	

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SOCIAL AND MEDICAL NEEDS APPLICATIONS (CRITERIA 4)

This supplementary application form (in addition to the local authority form) should be used if you wish to apply for a place at Fishponds CofE Primary School under the social and medical needs oversubscription criteria.

The supplementary information should be returned directly to the school FAO Headteacher at Fishponds CE Primary School, Fishponds Road, Fishponds, Bristol, BS16 3UH **by the published application closure date (15 January 2026)**.

You will receive an acknowledgement that we have received your postal form if you enclose a stamped addressed postcard or envelope.

Notes for social and medical needs applications

Recent supporting evidence from a relevant registered professional(s) involved with the child must also be submitted with this form, such as a doctor and/or consultant for medical cases or a social worker, health professional, housing officer, the police or probation officer for other social circumstances. All evidence must be on letter headed paper and reflect the child's current situation.

The evidence must confirm the circumstances of the case and must set out why the child should attend the preference school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given exceptional social/ medical priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

Common medical conditions, allergies and asthma can usually be supported in all mainstream schools, therefore priority under a school's exceptional medical criterion would not normally be given for these.

In addition, routine child-minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.

Requests will be considered in accordance with the Equalities Act 2010.

Please complete this section in as much detail as possible.

PLEASE COMPLETE IN BLOCK CAPITALS

Parent or Carer Details			
Forename:		Surname:	
Relationship to the child:			
Home Address:			

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Telephone number (Home):		Telephone number (Mobile or work):	
Email address:			
Child's Details			
Legal Forename(s):		Legal Surname:	
Date of Birth:	D D M M Y Y		
Current Home Address:			

Please confirm the specific needs of your child
Please set out the reasons why the school can meet your child's social or medical needs and the difficulties that would be caused if you child had to attend another school
Please list the supporting evidence that is being submitted to support your application under the exceptional social/ medical need criterion

Declaration
I state, to the best of my knowledge and belief, that the information I have given is correct and complete and I will advise Fishponds CofE Primary School in writing of any changes to the information on this form. I understand that the provision of incorrect information could lead to the withdrawal of an offer of a school place. I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and personal data may be exchanged with other departments within the local authority, other local authorities and the admission authority. I understand that if I submit this form or any evidence after the closing date it may not be considered until after the national offer day.

Signed (parent/carer):		Date:	

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PUPIL PREMIUM APPLICATIONS (CRITERIA 5)

This supplementary application form (in addition to the local authority form) should be used if you wish to apply for a place at Fishponds CofE Primary School under the pupil premium oversubscription criteria.

The supplementary information should be returned directly to the school FAO Headteacher at Fishponds CE Primary School, Fishponds Road, Fishponds, Bristol, BS16 3UH **by the published application closure date (15 January 2026)**.

You will receive an acknowledgement that we have received your postal form if you enclose a stamped addressed postcard or envelope.

PLEASE COMPLETE IN BLOCK CAPITALS

Parent or Carer Details			
Forename:		Surname:	
Relationship to the child:			
Home Address:			
Telephone number (Home):		Telephone number (Mobile or work):	
Email address:			
Child's Details			
Legal Forename(s):		Legal Surname:	
Date of Birth:	D D M M Y Y		
Current Home Address:			

Please tick which category applies to your child. The notes below explain what evidence you will need to provide.		
Category 1	My child is entitled to be registered as eligible for free school meals	
Category 2	My child has been registered as eligible for free school meals within the past six years	
Category 3	My child is entitled to Service Premium funding	

continues below

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Notes

Category 1
Children are likely to be eligible for free school meals if the parents receive any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Children who are paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Children are also likely to be eligible for free school meals if the parents receive any of the above benefits and the child is both:

- younger than the compulsory age for starting school
- in full-time education

Parents will be required to provide evidence of eligibility with their application and an offer of a place may be removed if obtained on the basis of incorrect information.

Category 2
You will be required to provide some evidence of your child's eligibility for free school meals within the last 6 years. This may be a letter from a previous school or your local authority confirming eligibility for free school meals or other evidence showing your child was registered as eligible for/ in receipt of free school meals.

Category 3
You will be required to provide some evidence of your child's eligibility to receive the Service premium grant. The following is indicative of the evidence required:

- Children whose parent(s) are serving in the regular UK armed forces,
- The children of regular armed forces personnel who were serving in the past 3 years,
- Children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.
-

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Declaration			
I state, to the best of my knowledge and belief, that the information I have given is correct and complete and I will advise Fishponds CofE Primary Trust in writing of any changes to the information on this form. I understand that the provision of incorrect information could lead to the withdrawal of an offer of a school place. I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and personal data may be exchanged with other departments within the local authority, other local authorities and the admission authority. I understand that if I submit this form or any evidence after the closing date it may not be considered until after the national offer day.			
Signed (parent/carer):		Date:	

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CHILDREN OF STAFF APPLICATIONS (CRITERIA 6)

This supplementary application form (in addition to the local authority form) should be used if you wish to apply for a place at Fishponds CofE Primary School under the children of staff oversubscription criteria.

The supplementary information should be returned directly to the school FAO Headteacher at Fishponds CE Primary School, Fishponds Road, Fishponds, Bristol, BS16 3UH **by the published application closure date (15 January 2026)**.

You will receive an acknowledgement that we have received your postal form if you enclose a stamped addressed postcard or envelope.

PLEASE COMPLETE IN BLOCK CAPITALS

Parent or Carer Details			
Forename:		Surname:	
Relationship to the child:			
Home Address:			
Telephone number (Home):		Telephone number (Mobile or work):	
Email address:			
Child's Details			
Legal Forename(s):		Legal Surname:	
Date of Birth:	D D M M Y Y		
Current Home Address:			

Children of all staff will be considered where the parent has a permanent contract of employment. Their normal base of work must be at **Fishponds Church of England Primary School** and their employment contract must have been in place for two or more years at the time of the closing date for application for admission.	
Name of member of staff currently employed by Fishponds Church of England Primary School:	
Position/Role at Fishponds Church of England Primary School:	

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Start date of your permanent contract with Fishponds Church of England Primary School:	

Please note that the following information will be checked with the school/Central HR Team to ensure that the information given above is correct.

Declaration

I state, to the best of my knowledge and belief, that the information I have given is correct and complete and I will advise Fishponds CofE Primary in writing of any changes to the information on this form. I understand that the provision of incorrect information could lead to the withdrawal of an offer of a school place.

I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and personal data may be exchanged with other departments within the local authority, other local authorities and the admission authority.

I understand that if I submit this form or any evidence after the closing date it may not be considered until after the national offer day.

Signed (parent/carer):		Date:	

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