Amplify Education

Headley Park Primary School Admission Arrangements 2027/28

HEADLEY PARK
PRIMARY SCHOOL

AMBITIOUS | REFLECTIVE | COLLABORATIVE

OFFICIAL

ADMISSION ARRANGEMENTS 2027/28

Headley Park Primary School is an academy and part of Amplify Education (formerly Cathedral Schools Trust) who is the Admissions Authority.

Reception 2027 Admission

Headley Park Primary School has a published admission number (PAN) of 60 pupils for entry into reception. The school will accordingly admit at least 60 each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

Applications for places at Headley Park Primary School will be made on the common application form (CAF) in accordance with the local authority's co-ordinated admission scheme. Bristol residents seeking school places should apply on a Bristol application form. Residents outside Bristol seeking places at Bristol schools should apply for places on their home local authority's application form.

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.

For information see: Bristol City Council Admissions Website

Deadline

Applications for Reception must be received by 23:59 on 15 January 2027 otherwise the application will be recorded as late. Please see Bristol City Council's co-ordinated scheme for this intake for full details.

Admission to Other Year Groups

Parents/carers seeking admission for any year group, other than for the normal point of entry may make an application using the online application form available on the school website:

Headley Park Primary School - Admissions

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 Year 1 to 6.

Applications will not normally be considered in advance of the date the place is required, this will be approximately 35 days for those moving house, and 21 days for those not moving house. However, applications for admission in September

2027 can be made from June 2027.

The admission authority will consider all such applications and if the year group applied for has a place available, a place will be offered to the highest priority applicant. Parents/carers will be notified in writing within 10 school days of the outcome of their in-year application and have a right of appeal to an independent appeal panel if a place is refused. The school will send copies of the application forms and outcomes to the Local Authority. Any offer of a school place is valid for 21 days unless withdrawn by the parent or the Admissions Authority.

Children who are allocated to Headley Park Primary School in accordance with Bristol Local Authority's In-Year Fair Access Protocol, will be given precedence over children on the waiting list.

Children with an Education, Health and Care Plan (EHCP).

The school will admit any pupils with an Education, Health and Care Plan (EHCP) naming the school. The places are reserved and the PAN will be reduced accordingly. Their parents should apply for a place via the service dealing with Special Education Needs in their home local authority and do not need to make an application on the common application form.

Consideration of Applications and oversubscription criteria

Priority will then be given to those children who meet the criteria set out below, in order;

1. Looked after children and previously looked after children
2. Siblings
3. Children of Staff
4. Distance to School

Tie-breaks

Where there are more applications than there are places remaining within a particular category, 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 building to school, the place will be determined by random allocation. This process will be independently verified.

1. Looked after children and previously looked after children
Highest priority will be given to looked after children (children in care) or children who were previously looked after (previously in care) at the time the application is submitted and will be allocated places in this category.

A 'looked after child' is one 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, in England.
A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted."

Applications in this category must be supported by documentary evidence confirming the child's status. A signed letter from the child's current or former social worker confirming their status must be provided with your application. For children previously in care, confirmation that the child was in care to the local authority immediately prior to an adoption, child arrangements or special guardianship order being granted. A copy of the order must also be submitted with your application. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted must be provided together with a copy of the adoption order with your application When assessing the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head at the Local Authority has already verified the child's status and the Admission Committee is able to confirm this with them, there will be no need for further evidence to be provided to the school.

2. Siblings

Next, pupils who, on the date of entry, will have a sibling on roll at Headley Park Primary School.

The term "sibling" means a full, half, adopted, stepbrother or sister, but not cousins or other family members. Stepbrothers/sisters 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 admission authority considers to be the address of the child for whom the application is made. A sibling must be living **permanently** with the applicant at the same address at the date of their admission to Headley Park Primary School. The school may require proof of relationship and/or proof of residence.

3. Children of Staff

Next, priority will be given to children of staff who are employed by Amplify Education (formerly Cathedral Schools Trust) where their main place of work is Headley Park Primary School. This will include all teaching and non-teaching staff who;

a. have been employed at the school for at least two consecutive years at the time at which the application for admission is made; or

b. were recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

Notes:

- A School will be the staff member's main place of work if they are based there for at least 50% of their contracted hours each week during term time.

- Children of staff include their natural or adopted children, children placed with the staff member on a long-term foster placement, their stepchildren (i.e. their spouse's children) and the children of their partner who live with

them. In all cases, the child must live at the same permanent address as the staff member.

- A staff member is an employee of Amplify Eduction with a 'continuity of employment' contract who is full time, part time, teaching, leadership or support staff, and who will still be employed by Amplify Education in the September the child is admitted.

Parents applying for a place under this criterion should complete and submit the Staff Supplementary Information Form by 15th January 2026 and submit it to Admissions, Headley Park Primary School, Headley Lane, Headley Park, Bristol, BS13 7QB office@headleypark.bristol.sch.uk

4. Allocation by distance
Children living closest to the school as measured in a direct line from the **home address** to the school.

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 also used for the My neighbourhood search - bristol.gov.uk information available on the Bristol City Council website.

Parent
This includes all 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.

Applicant's Home Address
This is the child's permanent home address, where he or she resides with a person with parental responsibility. It is the address where the child spends the majority of the time. Documentary evidence may be required to confirm a child's home address.

The Admission Authority will not accept more than one address as the child's

home address. Where a child regularly lives at more than one address the Admission 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 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 as an affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided the Admission Authority will determine the address be used for allocating a school place.

Twins/Multiple birth

Children who are multiple birth siblings (twins and triplets etc.) from the same family tied for the final place, will be admitted over PAN as an excepted child under infant class size legislation.

Supporting documents

Any letters/supporting documents/supplementary information forms should also be submitted to the school.

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 them. They will be accepted as on time if the Admissions Authority believes they were submitted by the closing time and date.

Late Applications

Applications submitted after the closing date will be considered as 'late' applications and will be dealt with at a later stage when all 'on time' applications have been processed. In very exceptional circumstances e.g. illness of a lone parent, a late application may be considered as on time if the application is made before 19January 2027.

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. The address at which the child will live will be used when applying the oversubscription criteria, if the parents provide some evidence of their intended address.

Children of UK service personnel admitted outside the normal admissions round will be admitted as 'excepted' children under Infant Class Size legislation.

Deferred Entry for Infants

Parents/carers offered a place in reception for their child have a right to defer entry, or take up a place part-time, until the start of term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred beyond the beginning of the final term of the school or until the next academic year. Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31st August 31st December and 31st March.

Admission of children outside normal age group

Children are normally educated in school with others of the same chronological age group; however, in exceptional circumstances, parents/carers may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered, and either be agreed or refused. If a request is refused, the child will still be considered for admission to their normal age group.

Delayed Entry for Infants

In addition, the parents of a summer born child (April 1st - August 31st) may choose not to send their child to school until September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. All such requests will be considered, and either be agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should complete the form below to request that the child is admitted to another year group, and the reasons for that request;

Request for Admission Outside Normal Age Group Form

Completed forms should be sent to Admissions, Headley Park Primary School, Headley Lane, Headley Park, Bristol, BS13 7QB office@headleypark.bristol.sch.uk

Parents will submit any evidence in support of their case *with the application*, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- The parents' views
- 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; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Admissions Authority will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests as well as the views of the Head Teacher. The Admissions Authority will decide whether such an out-of-year group place will be agreed or refused on that basis.

It is advised that an on-time application is submitted for the correct chronological year group, pending the result of the request. If the request is agreed, the on-time application can be withdrawn, and a new application should be made the following year. If the request is not agreed, and the child stays in their chronological age group, the on-time application can still be processed. If a request is not agreed and the child does not have an on-time application, then a late application would need to be submitted.

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 to a request, 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.

For example, an agreed out of cohort request from a child who would 'normally' be a Year 2 child for a Year 1 place will be considered alongside applications for Year 1.

Waiting Lists

Where in any year, as part of the normal admission round, Headley Park Primary School receives more applications for places than there are places available, a waiting list will be maintained by the admission authority until 31 December in the year of entry.

Any parent will be able to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. For every added child to the waiting list, the list will be ranked again in line with the published admission criteria.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria, in order of priority. 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 oversubscription criteria whenever anyone is added or leaves it.

Waiting lists for each year group will be maintained on an academic yearly basis. Applicants will then remain on the waiting list until the end of the academic year and considered for any vacancies that may arise. If applicants wish to remain on the waiting list for a new academic year, they must reapply for a place for the new academic year.

Any application or appeal that is yet to be processed will be considered for a vacancy along with those already on the waiting list. When filling a vacancy, all those seeking a place at the time the decision is made (not at the time the vacancy occurs) will be considered.

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.

Appeals
Parents/carers who are not offered a place for their child have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Parents/carers wishing to appeal should submit an appeal form with their written reasons.

Should an appeal be unsuccessful, the admission authority will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

Details of how to appeal are included in the refusal letter confirming the decision not to offer a place.

Fair access Protocol
Headley Park Primary School participates in Bristol City Council's 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 to 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

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

1. Where a parent has given fraudulent or intentionally misleading information

such as a false address, which effectively denies a place to a child with a stronger claim.
2. 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.
3. Where the offer was made because of an administrative error.
4. 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.
5. 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.

Registered Address
Head Teacher: Mr Gareth Jones
Headley Park Primary School,
Headley Lane,
Headley Park,
Bristol,
BS13 7QB
Tel: 0117 903 1511
Email: office@headleypark.bristol.sch.uk