

Merchants' Academy



**BE PROUD**

**DETERMINED ADMISSIONS ARRANGEMENTS 2023-2024**

## **PURPOSE**

This document sets out the determined admission arrangements for Merchants' Academy (the "Academy") in 2023/24.

### **1. GENERAL**

1.1 The Academy is an inclusive Academy. The admission arrangements described in this document will apply to admissions in September 2023.

1.2 Admissions to Merchants' Academy for new entrants to Reception and Year 7 for September 2023 will be coordinated through Bristol Local Authority's co-ordinated Scheme and its timetable. Applications should be submitted using the school admissions website, please go to: [School admissions - bristol.gov.uk](https://www.bristol.gov.uk/school-admissions) This relates to those on time applications made before the respective national deadlines of 15 January 2023 and 31 October 2022, and for those late applications made between those respective dates and the beginning of the 2023-2024 Academic year.

1.3 Admissions to any other year group [including Year 12] will be processed by the Academy.

### **2. CHILDREN WITH EDUCATION, HEALTH AND CARE PLANS**

Any student with an Education, Health and Care Plan naming the Academy will be admitted. The Academy's PAN will be adjusted to take this into account before the below oversubscription criteria are applied

### **3 ARRANGEMENTS FOR ADMISSION TO RECEPTION**

#### **Process**

3.1 Parents will need to apply for a place in the Reception class of the Academy Primary Phase on the Common Application Form if they wish their child to be considered for a place. [New reception primary school place - bristol.gov.uk](https://www.bristol.gov.uk/new-reception-primary-school-place)

All applicants will be considered as per the oversubscription criteria set out below.

#### **Published admissions number**

3.2 The Academy's published admissions number (PAN) for Reception is 60. Where the number of applications is greater than the published admission number, the oversubscription criteria in paragraph 5 will be applied.

#### **Deferred entry**

3.3 In accordance with the requirements of the Schools Admissions Code 2021, if your child has been offered a place:-

- a) your child is entitled to a full-time place in the September following their fourth birthday;
- b) you can defer the date your child is admitted to the school until later in the school year but not beyond the point at which your child reaches compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) if you wish, your child may attend part-time until later in the school year but not beyond the point at which your child reaches compulsory school age.

## Summer born children

Summer born children (which refers to children born from 1 April to 31 August) are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning Year 1. Should the parent wish their child to be admitted to Reception, rather than Year 1, they may request that the child is admitted out of their normal age group.

### ADMISSION OUTSIDE NORMAL AGE GROUP

Where a parent requests their child is admitted out of their normal age group, the Academy is responsible for making the decision on which year group a child should be admitted to. The Academy is required to make a decision on the basis of circumstances of the case and in the best interest of the child. This will include taking into account:

- the parent's views;
- any available 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;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the head teacher.

3.4 Parents will make an application for their child's normal age group at the usual time but can request admission out of the normal age group at the same time. If the request is agreed the application will be withdrawn and a new application should be made as part of the main admission round the following year. This request should be made in writing and addressed to *Merchants' Academy Admissions, Merchants Academy, Gatehouse Avenue, Bristol, BS13 9AJ* and supporting evidence should be provided.

## 4. ARRANGEMENTS FOR ADMISSIONS TO SECONDARY PHASE

### Process

Parents will need to apply for a place in Year 7 of the Academy Secondary Phase on the Common Application Form if they wish their child to be considered for a place.

[New year 7 secondary school place - bristol.gov.uk](http://bristol.gov.uk)

### PAN

4.1 All children in Year 6 at Merchants' Academy Primary can transfer to Year 7 should they wish. The PAN for Year 7 is 182 students.

4.2 In the event of the number of applications exceeding the number of places available, the Academy will allocate places according to the oversubscription criteria set out below.

## 5. OVERSUBSCRIPTION CRITERIA FOR RECEPTION AND YEAR 7

### Oversubscription criteria

When the Academy is oversubscribed, priority will be given to the admission of students who meet the criteria set out below:

5.1 **A 'looked after child' or 'previously looked after child'**. A 'looked after child' is a child 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship orders) immediately following having been looked after and those children who appear (to

the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**5.2 Children with a sibling attending the Academy at the time of application.** Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

**5.3 Distance - children living closest to the Academy as measured in a direct line from the child's permanent home address to the Academy.** 'Permanent home address: A child's permanent home address, is 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 lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday – Friday. If a child spends equal amount of time 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 places at the academy. This will normally be the address where the Child Benefit is paid.

'Permanent home to school distances will be measured in a direct line from a point on the permanent home address as held by the Local Authority to a point within the main Academy building using the Local Authority's computerised mapping system.

5.4. For families of service personnel with a confirmed posting to the area, or crown services returning from overseas to live in the area, who do not currently live in the area, a Unit postal address or quartering area address will be used as the home address, provided that the application is accompanied by an official letter that declares a relocation date and the address.

#### **Tiebreak**

5.5 If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place, then random allocation will be used. This process will be supervised by somebody independent of the Academy and Venturers Trust.

## **6. ARRANGEMENTS FOR ADMISSION TO YEAR 12**

### **Process**

To apply for a place in Year 12 visit the website using the link below

<https://merchantsacademy.us5.list-manage.com/subscribe?u=daa53eecda61275ceccbf4bc7&id=dc95768f1c>

### **Academic entry criteria**

6.1 Grades required for entry can be found on the website  
<https://www.merchantsacademy.org/221/welcome-to-ma16>

### **PAN**

6.2 The Academy will admit up to a maximum of 125 students in Year 12, including the students who transfer from Year 11 of the Academy.

## **Oversubscription Criteria for admission of external applicants to Year 12**

6.3 In the event of there being more external applicants for admission to Year 12, offers will be made in the order of the oversubscription criteria to those who have met the academic entry criteria as follows:

- a) Looked after children and previously looked after children (as defined above).
- b) **Children with a sibling attending the Academy at the time of application.** Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- c) **Distance - children living closest to the Academy as measured in a direct line from the child's permanent home address to the Academy.** 'Permanent home address: A child's permanent home address, is 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 lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday – Friday. If a child spends equal amount of time 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 places at the academy. This will normally be the address where the Child Benefit is paid.

### **Tie Break**

6.4 If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place, then random allocation will be used. This process will be supervised by somebody independent of the Academy and Venturers Trust.

## **7. LATE APPLICATIONS**

Late applicants for Reception and Year 7 will be dealt with in accordance with the procedures set down by Bristol Local Authority as part of their coordinated scheme.

<https://www.bristol.gov.uk/schools-learning-early-years/school-admissions>

## **8. MULTIPLE BIRTHS**

In the case of twins or other multiple births, where there is only one place available in the Academy, both will be considered together as one application. The Academy will be allowed to go above its PAN for this purpose.

## **9. FALSE AND/OR MISLEADING APPLICATIONS**

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

## **10. WAITING LISTS**

10.1 Where in any year the Academy receives more applications for places than there are places available, a waiting list will be maintained by the Academy from 1 September to 31 December of the year to which the allocation applies. 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 relevant oversubscription criteria.

10.2 A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

10.3 Children who are the subject of a direction by the Secretary of State to admit, or are allocated to the Academy in accordance with Bristol Local Authority's In-Year Fair Access Protocol, will be given precedence over children on the waiting list.

## **11. IN-YEAR ADMISSIONS**

11.1 The Academy will manage and consider all such applications and if the year group applied for has a place available, a place will be offered. If a place is not available, the parent can ask for his or her child's name to be added to the waiting list, as described at paragraph 10. In Year admissions should be made on the in-year application form available from the academy office or from the website

<https://www.merchantsacademy.org/211/key-information/category/1/academy-admissions>

You will be notified of the admission decision within 15 academy days.

## **12. FAIR ACCESS PROTOCOL**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. The Academy will comply with Bristol Local Authority's Fair Access Protocol. This may mean admitting children above the PAN.

## **13. APPEALS**

Parents who are not offered a place for their child have the right to appeal to an independent appeals panel. Parents wishing to appeal should obtain an appeal form from the Academy or available on the website <https://www.merchantsacademy.org/211/key-information/category/1/academy-admissions>.

The form should be sent to the Clerk to the Appeal Panel, c/o Merchants' Academy, within 14 days of the date of the letter confirming the Academy's decision not to offer a place. The decision of the independent appeals panel is binding. Should an appeal be unsuccessful, the Governing Body will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.