Redfield Educate Together Primary

Admission Arrangements for 2027-2028

Arrangements for entry into Year Reception to Year 6

Approval by:	Trust Board
Date of approval:	October 2025
Review date:	January 2032 (with annual readoption by LGB)
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Version	Date	Summary of changes	Author
24.1	Oct 2024	Clarifications following legal advice	SN
25.1	Jan 2025	Amendments following consultation	SN
25.2	Sept 2025	Amendments following determination from admission's adjudicator	SN

1 Making an application

1.1 Educate Together Academy Trust ('the Trust') is the admissions authority for Redfield Educate Together Primary ('the School'). During the normal admissions round, Bristol City Council operates the co-ordinated admissions scheme which includes the School. Parents/carers wishing to apply for a place should put the School down as a preference on the common application form that is available on the Bristol City Council website.

1.2 The Trust and its schools are committed to the principle of equality of access, irrespective of social, cultural or religious background.

1.3 Opportunities to visit the School are available throughout the Autumn term, and parents/carers are encouraged to attend wherever possible in order to make informed decisions.

1.4 Outside of the normal admission round, such as in-year applications for school places, the School manages these applications directly. These applications refer to requests made at times other than the usual point of entry, i.e. Reception. Further details on how to apply can be found below.

2 Date for admissions, offers of places and confirmation of a place

2.1 The applications timeline for applying for places in Reception are published each year on the Bristol City Council website. The national deadline is usually 15 January for admission in the following September. To be considered in the first round of allocations, the application must be submitted by the deadline. Applications received after this date will only be processed once the first round of offers are made (unless exceptional circumstances apply).

2.2 First offers of places will be made by email and post on 16 April, or the next working day where 16 April falls on a weekend or bank holiday, in the year in which the child will be admitted. Parents/carers are expected to confirm acceptance within two weeks of the offer being made and will be reminded at the end of this period if there has been no communication received.

3 Published admissions number (PAN)

3.1 Redfield Educate Together Primary has a PAN of 30 for entry into Reception for 2027. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.

3.2 All children with an EHCP that name the school will be provided with a place.

4 Oversubscription criteria

4.1 Where more applications are received than the number of places, then the School will rank applications in accordance with the following oversubscription criteria, in order:

(1) Children who are looked after or are previously looked after child;

(2) Children who have a sibling who attends the School at the date of application and will still be on roll on the date of admission;

(3) Other children, with priority for admission given to those whose home address is the shortest distance from the School.

5 Definitions

5.1 A 'looked after child' is a child who is, at the time of making an application for a place at the school, (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. This includes children who are fostered, in residential care, or placed under voluntary arrangements.

5.2 A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.

5.3 'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.

5.4 The 'home address' is the address at which the child spends the majority (51%+) of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process:

a. Assign unique identifiers – each submitted application (i.e. each address) is assigned a unique number, e.g. application A = 1, application B = 2

b. Prepare identical envelopes – equal sized pieces of paper are numbered to match the application numbers and each piece of paper is folded and sealed in identical, unmarked envelopes to ensure anonymity and fairness.

c. Independent oversight – the Headteacher (or their representative) administers the draw. The person who makes the draw must be independent of both the school and the admissions team, e.g. governor of another school. The draw is conducted under the supervision of an independent third party, e.g. a governor from another school or the Trust Governance Officer.

d. Outcome recording – the selected number is recorded on a formal allocation sheet, with the corresponding application being processed.

e. Notification and documentation – both parents are informed of the outcome and to be provided with a record of the process. The School will retain documentation of the process in case of appeal and for audit purposes.

5.5 'Distance' will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

6 Tie breaker

6.1 Where there are two or more applicants in a criterion who have equal priority for admission (including where two or more applicants have an equal distance measurement) and there are insufficient places available, random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust:

a. Assign numbers to applicants – each applicant eligible for the draw is assigned a unique number. These numbers are recorded on a confidential cross reference sheet that links each number to the specific applicant. Once all applicants are assigned a unique number and recorded on the cross-reference sheet, the cross-reference sheet is sealed in an envelope.

b. Prepare identical envelopes – equal sized pieces of paper are numbered to match the application numbers. Each piece of paper is folded and sealed in identical, unmarked envelopes to ensure anonymity and fairness.

c. Independent oversight (3 roles) – the administering officer (AO) (the Headteacher (or their representative)) administers the draw. The person (P) who makes the draw must be independent of both the school and the admissions team, e.g. governor of another school. The draw is conducted under the supervision of an independent scrutineer (IS), e.g. a governor from another school or the Trust Governance Officer.

d. Conducting the draw – The AO shuffles the envelopes and hands them to P, who shuffles again and selects envelopes one by one. Each selected envelope is opened and the number inside is recorded. This continues until all available places are filled.

e. Reveal the results – once the draw is complete, the sealed cross-reference sheet is opened. The drawn numbers are matched to applicants, and places formally allocated.

f. Documentation – the School will retain documentation of the process in case of appeal and for audit purposes.

7 Twins and multiple births

7.1 If the last applicant to be offered a place is a twin or other multiple birth, and their sibling cannot be offered initially, the School will, in these circumstances ensure both twins are offered a place. In the case of triplets or other multiple births, the same policy will apply.

8 Applying for a year group outside of chronological age group

8.1 Where parents want their child to be educated outside of their chronological age group, an application should be made in writing for the attention of the chair of governor at info@redfieldet.org.uk at the same time as the application for a place. This should explain why the parents wish for their child to be educated outside of their chronological age group and enclosing any evidence that supports it. The views of the headteacher will also be considered. Parent(s)/carer(s) will be notified of the decision on the application, which will be based on the circumstances of the case and what

is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

9 Late applications

9.1 Applications received after the closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. Late applications are defined as applications for entry in a relevant age group which are submitted before the first day of the first term in the admission year but have not been made in time to enable an offer on National Offer Day.

9.2 Late applications are considered after all children from on time applications have been allocated places (in the first round of allocations). In the event of the School being oversubscribed, late applicants will not be given priority over those who applied on time but will be ranked according to the published oversubscription criteria and placed on the waiting list accordingly.

10 Appeals

10.1 Where a child is not offered a place, the parent(s)/carer(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parent(s)/carer(s) must set out their grounds for appeal as part of their application. Where an appeal is successful, the School must admit the child.

10.2 For the avoidance of doubt, appellants should contact the office at Redfield Educate Together Primary, Avonvale Road, Bristol, BS5 9RH for information on how to appeal. Information on the timetable for the appeals process is on our website at https://www.redfieldet.org.uk

11 Waiting list

11.1 The School will maintain a waiting list for each year group until the end of the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

11.2 Following an unsuccessful application, the child's name will be added to the waiting list.

11.3 The waiting list may be shared with the Trust and Bristol City Council for the coordination of school admissions and the compilation of summary reports to

guide policy. In all other cases, an applicant's details will only be available to the applicant, the School and where legally required by an official body.

12 In-year applications

12.1 In-year applications should be made directly to the School. Where multiple applications are received and the School does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

12.2 Following an unsuccessful in-year application, the child's name be added to the waitlist for the relevant year group.

12.3 Further details on how to apply for place outside of the normal admissions round can be found on the School's website.

13 Pupils below compulsory school age

13.1 By law, parent(s)/carer(s) must ensure that their children are receiving suitable full-time education at the beginning of the term after their fifth birthday, which is when a child reaches compulsory school age. The School offers places for children to be admitted to reception class in the September at the start of the academic year in which they reach five years of age.

13.2 Parent(s)/carer(s) may defer their child's admission to the School until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year of which the offer was made.

13.3 A parent/carer has the right for their child to be admitted on a part-time basis during the reception year but not beyond the point that they reach compulsory school age. Parents/carers should contact the Headteacher to discuss this on an individual basis.

14 Deferred entry to reception

14.1 Where an applicant to reception is below compulsory school age the parent(s) can request:

- that the date their child is admitted is deferred until later in the academic year (but not beyond the point at which the child reaches compulsory school age) and not beyond the beginning of the final term of the school year for which it was made; or

- that their child takes up the place part-time until the child reaches compulsory school age.

15 Delayed entry to reception

15.1 Parents of a summer born child (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 Trust will make the final decision.

15.2 The decision will be made based on the circumstances of each case and in the best interests of the child. This will include taking account:

- the parents'/carers' views;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely;
- information about the child's social, emotional, cognitive, or physical 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
- the views of the head teacher of the school concerned.

15.3 Where the Trust indicates willingness to accept an application from a child placed out of year group, this will not guarantee a place at the preferred school as any application will have to be made with the admissions round for the year in which the child is starting school and considered against the published admission criteria.

15.4 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.

15.5 Where the admission authority agrees to a parents'/carers' 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.

15.6 Parents/carers 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.

16 Withdrawing places

16.1 In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- where a parent/carer has not responded to the offer of a place, even after chasing;
- where fraudulent or intentionally misleading information is used as part of the application;
- where the offer has been made in error; or
- where a place has been obtained fraudulently at which point the length of time the child has attended will be taken into consideration.

17 Fair access protocol

17.1 The Trust may refuse admission to applicants who have been permanently excluded from two or more other schools, where the date of the last exclusion was less than two years before the application for admission is made. The Trust will co-ordinate its arrangements in accordance with Bristol City Council Fair Access Protocol.

18 Publication of this policy

18.1 This policy will be published in full on the School's website. It will be readily available from the school office and submitted to the Local Authority for inclusion in its publications.

18.2 The School will publicise its existence through continuous engagement with the local community and advertise through traditional media as well as with digital and social media.

18.3 Where appropriate and practicable, the policy will be made available in different languages to suit local communities.