

## St Anne's Infants' School



### **Admission Arrangements for 2025/26 school year for first admission to Reception year**

#### **The School has a Published Admission Number (PAN) of 60**

Admission in the normal admission round for Reception Year in September 2025 will be coordinated through Bristol City Council's Co-ordinated Scheme and timetable. Applications should, be submitted using the Common Application Form (CAF) to the Local Authority responsible for the child's residential home address.

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

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'.

**Where there are more applications than places available allocations will be made in the following order of priority.**

#### **Education, Health and Care Plan/ Special Educational Needs**

Children with Education Health and Care Plan/ Statement of SEN (EHCP) follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to general admissions arrangements.

- 1. Children in Care or children who were previously in Care but immediately after being in Care became subject to an adoption, child arrangement order, or special guardianship order.**

Children in care are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.

- 2. Siblings**

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

### **3. Geography**

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

The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996 (documentary evidence may be requested). If a child regularly lives at more than one address the LA will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.

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

#### **Definitions**

##### **Siblings**

Sibling refers to children who live permanently in the same household **AND** who are brother or sister, half brother or sister, step brother or sister, adopted brother or sister or a child of the parent or carer's partner where the child for whom a place is being sought is living in the same family unit at the same address.

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

##### **Home address**

The child's permanent home address, 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 spends the majority of their time. Documentary evidence may be required to confirm a child's home address. If a child regularly lives 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 school places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.

##### **Home to school distance**

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

## **Tie-breaks**

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

Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from building to school; the available place(s) will be allocated by drawing lots. Any offer of a place determined by random allocation will be overseen by some one independent of the school and admissions process.

## APPLICATION FOR AN IN-YEAR SCHOOL PLACE AT ST ANNE'S INFANTS' SCHOOL

Please do not use this form to make a school application if your child has an Education, Health and Care Plan. Please contact the Special Educational Needs Team for guidance on the admissions process for your preferred school.  
[sen@bristol.gov.uk](mailto:sen@bristol.gov.uk)

Date the new school is required: \_ \_ / \_ \_ / \_ \_ \_

### A Child/Children's Details

	First Name(s)	Surname/Family Name – as on birth certificate	Date of Birth	Gender M/F
1				
2				
3				

Current Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_

### B Parent or Carer Details

Title: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Surname/Family Name: \_\_\_\_\_  
 Relationship to the Child: \_\_\_\_\_

If you **do not** have parental responsibility for the child/children, please tick the box

Current Address (if different from child): \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_

### C House Move

If the Child(ren)/Family are moving house, please give address moving to:  
 \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_

Anticipated date of move: \_\_ / \_\_ / \_\_\_\_  
 (We may require confirmation of this address at a later date)

**D Child/Children’s Further Information**

**Is this child ‘looked after’\* by a Local Authority?** Y  N

(\*This means children who are in public care. The School Admissions Code has now been amended to include previously looked after children. These are defined as children who were previously in care but immediately after being in care became subject to an adoption order or special guardianship order. The School Admissions Code now gives both categories of children the highest priority.)

**If yes, which Local Authority:** -----

**Name of Social Worker:** -----

**Contact Telephone Number(s):** -----

**Email Address:** -----

**Has your child previously been ‘looked after’?** Y  N

If you tick yes, documentation will be required to support this. Please forward a copy of the Child Arrangements Order, Adoption Order, or Special Guardianship Order; together with a letter from the Local Authority that last ‘looked after’ the child confirming the child was in care of the Local Authority immediately prior to one of the above orders being granted.

**E Preferred School**

A list of Bristol Primary and Secondary schools can be found at [www.bristol.gov.uk/schooladmissions](http://www.bristol.gov.uk/schooladmissions)

**If there is a sibling already attending one of the preferred school(s), please give the name and date of birth of this child:**

(Sibling refers to brother or sister, half brother or sister, step brother or sister or the child of the parent/carer’s partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling)

**Name:** ----- **Date of Birth:** \_\_ / \_\_ / \_\_\_\_ **School:** -----

You do not have to express a preference for more than one school, but you may name up to **three** schools if you wish. Please list the preferred school(s) in order of priority.

**Please indicate if you have appealed for a school place at any of the above-named schools previously and if so, when:**

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**E Reasons for Preference (Please note you are not required to give written reasons for your school preference(s))**

**THE DATA PROTECTION ACT 2018**

**Fair Processing Notice** (Schedule 1 Section 2 section 1(a) & Section 3)

The Local Authorities hold information on pupils in order to run the education system and in doing so must follow the Data Protection Act 2018. This means, amongst other things that the data held about pupils will only be used for specific purposes allowed by law. We are

therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed.

The Local Authority (LA) uses information collected about pupils to carry out specific functions for which it is legally responsible, such as the assessment of any special educational needs the pupil may have, home to school transport, school admissions, pupil welfare, children looked after, exclusions, early years support, etc. Information collected on pupils may also be exchanged with other departments in the Council, and other public bodies (for example, the Health Authority) where this is required for statutory purposes or is deemed to be of benefit to the pupil. The LA also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

Information on individuals held on computer systems may be kept for up to eight years after they have left school.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please write to Bristol City Council, Data Protection Officer, Room 346, City Hall, College Green, Bristol BS1 5TR. A fee is charged for this service.

## **F**      **Signature**

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I certify that the above information is true and accurate \_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_

**NOTE: Please ensure that all above sections of this form are fully completed to enable us to proceed with your school application.**

Please return your form to:

St Anne's Infants' School

Bloomfield Road

Bristol

BS4 3QJ

- **If you have any queries you wish to discuss before making an application please telephone the school on 0117 903 1435 or e-mail: [school@stannesinfants.co.uk](mailto:school@stannesinfants.co.uk)**