Admissions Policy

2027-28

Stoke Bishop Church of England Primary School

Approved by:	Leadership & Management Committee	**Date:**	28 April 2026
Last reviewed on:	28 April 2026		
Next review due by:	February 2027		

Introduction

Stoke Bishop Church of England Primary School follows the school's Admissions Policy and arrangements comply with the DFE School Admissions Code 2021 and the Bristol City Council Coordinated Admissions Scheme. The school has a Published Admission Number (PAN) of 60 pupils for entry to Reception classes. Applications to attend Stoke Bishop Church of England Primary are welcomed from all families.

Reception Intake

The Local Authority (Bristol City Council) is responsible for administering the allocation of places for Reception children. They can be contacted via:

School Admissions,
Bristol City Council,
PO Box 3399,
Bristol BS1 9NE
Admissions contact form.
Tel 0117 9037694

Applications at Other Times of the Year (In-Year Applications)

Children wishing to apply for a place after the normal admissions round will need to make an application direct to the school. Application forms are available from the school office or can be downloaded from the school website; Admissions - Stoke Bishop Church of England Primary School The completed form should be returned to Stoke Bishop Church of England Primary School. The school will consider the application in line with our published admissions policy and will notify the outcome on an in-year application within 10 working days. Where the school is oversubscribed, the school will inform parents of the right to appeal and the appeal process.

Special Educational Needs

Children with an Education, Health and Care Plan follow the transfer arrangements set out in the SEND Code of Practice and associated regulations and are not subject to the general admission arrangements. Other children without an Education, Health and Care Plan will be subject to the general admission arrangements.

Over-Subscription Criteria for Stoke Bishop Church of England Primary

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'. Priority is not given to first preferences. We aim to meet the highest preference possible for every applicant by applying the following oversubscription criteria equally to all applications for the school:

1. **Children in Care or Children who were previously in Care**
   i To a Local Authority in England and immediately after being in care who became subject to an adoption, child arrangement order, or special guardianship order.
   ii. 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.
   iii. Children who were previously in care are children who were in care but ceased to be so because they were adopted (or became subject to a child arrangement's order or special guardianship order).

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

2. Siblings

Where there are siblings in attendance and who will still be on roll in the year of entry. Sibling refers to children who live permanently in the same household who are:

- brother or sister,
- half brother or sister,
- step brother or sister,
- foster or adopted brother or sister,
- 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.

3. Geography

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

ii. Where a child regularly lives at more than one address, the school 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 or carers 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 courts documents or other legally binding documentation such as sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided the school will determine the address to be used for allocating a school place.

iii. 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.

4. Tie-breaks

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.

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 the building to the school; the available place(s) will be allocated by drawing lots.

Waiting Lists

When a place at Stoke Bishop Church of England Primary cannot be offered, parents/carers can request that their child's name is placed on a waiting list. The child's name will be retained on the waiting list until the end of the academic year. If a place becomes available at the school, the place will be offered in accordance with the published oversubscription criteria and not the length of time a child's name has been on a waiting list. Names will be removed from the list on request, or if the offer of a place is not accepted within 10 days of the date of the offer. Positions on waiting lists may change due to new applications received. Placing a child's name on a waiting list does not affect the parents' right of appeal against an unsuccessful application.

What happens if a parent/carer doesn't want their child to start school in September but later in the school year

Deferred admission

If a parent/carer wishes to defer entry, they must still apply for their place by the January submission date to ensure a place at the school is kept open for their child. They cannot defer entry to Reception beyond Term 5 (April after Easter). If the place has not been taken up by the beginning of Term 5, their place at the school will be lost and they will need to put in a fresh application for a place in Year 1 at our school however there is no guarantee of a place being available.

Delayed admission

Children born between 1st April and 31st August do not have to start school until the following September following their 5th birthday. If parents/carers wish to delay their child's entry they need to be aware that:

- They must make a fresh application for a Year 1 place.
- Their child will be joining in Year 1 and not reception.
- There is no guarantee that a place in Year 1 will be available.

Summer Born Children

The term 'summer born' is used to refer to children born from 1 April to 31 August. There is flexibility for parents who do not feel their child is ready to start school before compulsory school age. They may defer the date their child is admitted to school (see Deferred admissions above) providing they do not defer beyond the point at which they reach compulsory school age, or beyond the start of the final term of that school year.

Summer born children 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. A parent may wish their child to be admitted to Reception, rather than Year 1. If so, they may request that their child is admitted out of their normal age group. Please follow the process as indicated below.

As a school we believe our provision and curriculum supports all children, including summer born, and recommend that parents take up the full time place offered and that their child starts in Reception. In most instances the school would only agree to admission out of year group if an Education, Health and Care Plan (EHCP) was in place, or has been applied for, as a result of significantly delayed development of the child. Decisions would be based on information supplied by other health and education professionals.

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed

above. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.
We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school, where full discussion, planning and provision have been considered and implemented.

Fair Access Protocol

We participate in Bristol City Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

Appeals Procedure

Parents have the right to appeal against a decision not to allocate a place for their child at the school of their choice.

Appeals relating to reception intake are administered by Bristol City Council.
https://www.bristol.gov.uk/residents/schools-learning-and-early-years/school-admissions/primary-admissions/primary-apply/primary-school-new-reception-admissions-appeals

In-year admissions appeals should be sent in writing directly to the school and a response will be sent within 5 working days to confirm that the appeal has been received and is being considered. Parents will be informed of the appeal decision within 20 working days, and a full reply will be sent clearly stating the reasons behind the decision.

Infant Class Size Appeals

Statutory limits on class sizes mean the infant classes with a single qualified teacher cannot contain more than 30 pupils without taking "qualifying measures."

Further Advice

Please read this Policy in conjunction with Bristol City Council Admissions Policies which give further information including when the school has the right to withdraw an offered place, for example, if we discover that an address used during the application process was not the child's main home address as defined in the section headed 'Geography' oversubscription criterion.

Contacts:

Email:stoke.bishop.p@bristol-schools.uk
Tel 0117 3772173