This policy was determined on 06th February 2026.

Excalibur Academies Trust

Secondary Admission Policy 2027/2028

Ashton Park School

Introduction

Excalibur Academies Trust ('Excalibur') is an all-through Multi-Academy Trust (MAT) that places high emphasis on developing a coherent and continuous learning journey from 2-19. This is achieved by Excalibur Secondary Academies working in close harmony with Excalibur Primary Academies.

Excalibur is the Admission Authority for all its Academies and applies strict Oversubscription Criteria to all applications reflecting this.

Excalibur, acting as the Admissions Authority for The School, participates in the Bristol City Council ('the Local Authority') Local Authority Coordinated Admissions Scheme; all applications for normal entrance to The School (Year 7 for Secondary School) and all in-year admissions and transfers should be submitted via the Local Authority Coordinated Admissions scheme[1]; applications for Sixth Form should refer to the Sixth Form admissions policy.

The School is fully inclusive and welcome applications for the admission of children with special educational needs (**SEN**), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010. The School's admission arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (**PSED**).

This admissions policy applies to Ashton Park School ('The School') for applications to Secondary School, details of which are given below:

Ashton Park School

Age Group: 11-16 (the school also has a Sixth form for students aged 16-18, Ashton Sixth)
Address: Blackmoors Lane, Bower Ashton Bristol, BS3 2JL
Telephone: 0117 377 2777
E-mail: mail@ashtonpark.net
Website: **www.ashtonpark.net**
Published Admission Number: 216

Ashton Park School is an academy, which provides secondary education in Bower Ashton, Bristol. The Academy also has a Sixth Form which has a separate admissions policy.

[1] Except for applicants outside Bristol, who need to apply through their local council.

Applications

Applications for Normal Entrance to a School

Children will start Secondary Education in the academic year (1st September to 31st August) in which they have their twelfth birthday (they will be eleven on 1st September in the year of entry).

There are NO automatic entries from a Primary School into Secondary, nor from Secondary into Sixth Form and there is NO automatic offer of a sibling place (a place for a brother or sister). Therefore, an application must be made for a school place for each child.

Applications (either online or paper) can be made from 1st September 2026 through the Local Authority Bristol City Council[2] The closing date for receipt of applications by the Local Authority is midnight on the National Deadline date confirmed in the School Application and Admission Timelines Section of this policy. Any application received after the national deadline will be treated as a late application.

All information supplied by the applicant will be checked by the Admission Authority to the best of its ability. Any offer for a place at the School arising from information supplied by the applicant which is subsequently found to be materially false, is likely to be withdrawn.

The Admission Authority will determine and publish how many children it will admit into Year 7 in September – this is the PAN (Published Admission Number) for that School. Should the Admission Authority decide it can offer more than the PAN in any one year, information will be posted on the website of the School and the Local Authority will be informed. Parents/carers will be notified of the outcome of their application by the Local Authority, which will be posted on the national offer date confirmed in the School Application and Admission Timelines Section of this policy. Offers for a place at a School will need to be accepted within 2 weeks of posting of the notification letter.

[2] Except for applicants outside Bristol City Council, who need to apply through their local council.

Admission of children outside their normal age group

Parents have a right to request that their child is admitted to a year group other than their normal year group at the School. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list).

However, parents do not have a right to decide that their child **will** be admitted outside their normal age group. Such requests must be considered by the Admission Authority, in order to decide whether or not to agree the request **in principle**, or refuse the request, taking into account the factors set out below. Requests should be made using the school's Request for admissions outside normal age group form.

Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission. A separate request must be made to the Admission Authority for each school being considered.

The Admission Authority will make decisions on the basis of **the circumstances of each case** and in the **best interests of the child concerned**, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery 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. They will also take into account the views of the Headteacher of the School and, where provided, the Headteacher of any current or previous school. This is not an exhaustive list, and parents may put forward any matters for the Admission Authority to consider.

Parents should make their requests by completing a Delayed Entry to School Form available from Bristol City Council School Admissions.

In all cases, the Admission Authority will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the School.

Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the School's published Complaints Policy if they do not believe the request was dealt with by the Admission Authority properly. Parents do, of course, have a statutory right of appeal if they also applied for admission and a place was refused in the child's normal year group as well. Requests for deferred or delayed applications for children with an Education, Health and Care Plan (EHCP) or who are in the process of obtaining one, will be considered by the Local Authority not the Admissions Authority. The decision of the LA will be binding.

Right of Appeal

Parents have a statutory right of appeal against the refusal of a place at the School. This applies to all year groups.

Full details of the statutory right of appeal will be set out in the formal letter notifying parents of the refusal of a place, including the deadline for lodging an appeal.

Waiting Lists

On behalf of the School, the Local Authority operates a waiting list for children who are unsuccessful in achieving a place in Year 7 until 31 December following entry to the School.

The waiting list is ranked strictly in accordance with the oversubscription criteria set out in this policy, and not by reference to the date that the child's name was added to the list. This means that a child's name can go down as well as up the waiting list as more names are added.

Children placed at the School under the Local Authority's Fair Access Protocol will take priority over children on the waiting list.

Other Applications (Years 7, 8 to 11)

Applications for a school place which are not for Normal Entrance into the School or which are Late Applications (applications which were submitted after the national deadline) are determined as follows:

a. **Immediate Admission** - applications for an immediate start, e.g. moving into the area of priority of the school by transferring from another school. The Application should in the first instance be made to the Local Authority who will manage the application on behalf of the Admission Authority. The Local Authority will aim to notify the parents of the outcome of their application in writing within 10 school days and are legally required to do this within 15 school days.

b. **Future Admission** - applications for admission at a future date. The application should in the first instance be made to the Local Authority who will forward the application to the Admission Authority for consideration using the Oversubscription Criteria in this policy at the earliest date the application is eligible for consideration in advance of the requested admission date.

If admission is refused, parents have the right to appeal as detailed above.

Oversubscription Criteria

The Criteria are listed below in the priority order applied to applications when there are more applications than available places.

Where there are more applications than places remaining in any of the oversubscription categories, the order in which places will be allocated will be determined by the distance between the child's home address (as defined by this policy) and the School, with those living nearest receiving highest priority.

Distance will be measured by City of Bristol using their computerised mapping system in a straight line from a specific point at the child's home address (as defined below) to a specific central point within the main building of the School, which are pre-determined by the Local Land and Property Gazetteer. Where the child lives in a multi-dwelling building (for example, an apartment block), distance will be measured from same point in the building so that the distance will be the same for all children living there. In case of the distance being the same a Tie Breaker will be used (see below).

Children with an Education, Health and Care Plan (EHC Plan) - Children with an EHC Plan are admitted to school under separate statutory procedures which are managed by the child's home Local Authority, not under the school's determined admission arrangements. Parents of children with an EHC Plan should therefore liaise with their child's home Local Authority's SEN team if they want the School to be named in their child's EHC Plan as their child's school.

Where the School is named in a child's EHC Plan, the child will be admitted. Where this happens in the normal admission round (i.e. entry to Year 7 in September), these children will be allocated places before all other children, reducing the number of places left within the published admission number (**PAN**).

At all other times, children with an EHC Plan naming the School will be admitted even where this means the PAN will be exceeded.

1. **Looked After and Previously Looked After Children** 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, in England. A 'previously looked after child' is a child 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 (on behalf of the Trust) 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 may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order. 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 will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance (accessible **here**) will be followed.

   Where the Virtual School Head has already verified the child's status, parents should let the Local Authority/School know, as there should be no need for further evidence to be provided in this case.

2. **Children living within the Area of Priority with a sibling at the School in Year 7 to Year 11.** For inclusion in this category the following criteria must be met:
   The child's home address (as defined by this policy) must be located in the Area of Priority shown on the Ashton Park School Priority Area Map published on the website alongside this policy **and**
   The sibling (as defined by this policy) must attend the School in Year 7 to Year 11 at the time of application **and** at the time the applicant child is admitted.
   For inclusion in this category, parents must state the sibling's details in the application form.

3. **All other children living within the Area of Priority.** For inclusion in this category, the child's home address, (as defined by this policy) must be located within the Area of Priority shown on the Ashton Park School Priority Area Map published on the website with this policy.

4. **Children of Excalibur employees employed at the School** on a permanent, minimum 40% Full Time Equivalent contract with the Trust for two or more years at the time at which the application for admission is made or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage[3].

[3] Staff must complete the Staff Supplementary Form (SIF) which is held on the external EAT website under admissions

5. **All other children with a sibling at the school in Year 7 to Year 11.** For inclusion in this category, the sibling (as defined by this policy) must attend the school in Year 7 to Year 11 at the time of application/the application deadline **and** when the applicant child is admitted. For inclusion in this category, parents must state the sibling's details in the application form.

6. **All other children.**

Tie Breaker - Where there are more applications than places remaining in any of the oversubscription categories, the order in which places will be allocated will be determined by the distance between the child's home address (as defined by this policy) and the School, with those living nearest receiving highest priority.

Distance will be measured by Bristol City Council using their computerised mapping system in a straight line from a specific point at the child's home address (as defined below) to a specific central point within the main building of the School, which are pre-determined by the Local Land and Property Gazetteer.

Where two or more children live an equal distance from the School, the order in which places are allocated will be determined by random allocation supervised by someone who is independent of the School. In the case of children who are twins or from the same multiple birth, their applications will be treated as a single application and the twin or other children of the same multiple birth will be admitted as supernumerary (above PAN without in effect increasing PAN). This would also apply to a brother or sister born in the same academic year.

If admission is refused, parents have the right to appeal as detailed above.

School Application and Admission Timelines

- **31 October 2026** - National Secondary Deadline – applications must be received by the Local Authority by midnight.
- **1 March 2027** - National Secondary Offer date – the Local Authority sends notification to the Applicants.
- **15 March 2027** – Offer Acceptance Deadline – the deadline for parents to accept the place offered.
- **1 September 2027** - Normal Entrance Admission date – on or after.

Glossary and Definition of Terms

Adopted - This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

Area of Priority - The address which determines whether a child lives in the Area of Priority, is the child's home address (as defined by this policy), which must be located in the Area of Priority shown on the Ashton Park School Priority Area Map published on the website alongside this policy.

Children of UK Armed Forces Personnel/Crown Servants
Applications for the admission of children of UK Armed Forces personnel with a confirmed posting to the area, or Crown servants returning from overseas to live in the area, will be accepted and processed before the family moves house as long as the application is accompanied by an official letter giving a relocation date and a Unit postal address or quartering area address for use in applying the oversubscription criteria.

Final Year - The Final Year of a secondary school is year eleven.

Home Address - The child's home address is the residential (not business) address of their parent (as defined in this policy) at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician at the time of application.

Where any uncertainty arises in respect of the child's home address, the School reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address given by the parent.

Where the child/child's family is/are not living in the area of the School at the time the application is submitted, the application will still be accepted and processed. However, the address used will be the child's current address unless the application is supported by documentary evidence of the future new address which will meet the definition set out above (for example, a signed tenancy agreement, HMLR title deed/document, NHS/GP registration card/letter, etc.).

Looked After Children and Previously Looked after Children - 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, in England. A 'previously looked after child' is a child 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 (on behalf of the Trust) 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.

Children with an Education, Health and Care Plan (EHC Plan) - Children with an EHC Plan are admitted to school under separate statutory procedures which are managed by the child's home Local Authority, not under the school's determined admission arrangements. Parents of children with an EHC Plan should therefore liaise with their child's home Local Authority's SEN team if they want the School to be named in their child's EHC Plan as their child's school.

Where the School is named in a child's EHC Plan, the child will be admitted. Where this happens in the normal admission round (i.e. entry to Year 7 in September), these children will be allocated places before all other children, reducing the number of places left within the published admission number (**PAN**).

At all other times, children with an EHC Plan naming the School will be admitted even where this means the PAN will be exceeded.

Parent - In this policy and in education law, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether they child lives with them, has contact with them, or they have parental responsibility for the child). It also includes a person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

Sibling - Siblings are defined 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 who are on the roll of the School as at the Application Deadline and continue to live in the same house when the child is admitted. Note there is no guarantee that a younger sibling will obtain a future place in the same school as his or her brother or sister. For the avoidance of doubt, a child of a friend or extended family member (e.g. Cousin) will not be a sibling for this purpose, even if they live at the same address as the applicant child. For inclusion in this category, parents must state the sibling's details in the application form.