Cover note for:
Excalibur Academies Trust
Secondary Admission Policy for 2027/2028
Fairfield High School

The 2027/28 Secondary Admission Policy for Fairfield High School has been updated as follows:

- Admission Timelines updated

This policy was determined on 06th February 2026.

Excalibur Academies Trust

Secondary Admission Policy for 2027/2028

Fairfield High 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 linked 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 Academy, participates in the Local Authority Coordinated Admissions Scheme; all applications for normal entrance to The Academy (Year 7 for Secondary School) should be submitted via the Local Authority Coordinated Admissions scheme[1].

This Admissions Policy applies to Fairfield High School ('The Academy') details of which are given below:

Fairfield High School

Age Group: 11-16
Address: Allfoxton Road, Horfield, Bristol, BS7 9NL
Telephone: 0117 9527100
Fax: 0117 9527168
E-mail: enquiries@fairfield.excalibur.org.uk
Website: https://fairfield.excalibur.org.uk/
Published Admission Number: 216

A co-educational comprehensive Academy located in the Horfield suburb of Bristol City.

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

Applications

Applications for Normal Entrance to an Academy

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 through the Local Authority https://www.bristol.gov.uk/. The closing date for receipt of applications by the Local Authority is midnight on the National Deadline date confirmed in the Academy Application and Admission Timelines Section of this policy. Any application received after the national deadline will be treated as a late application.

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 Academy. 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 Academy 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 Academy Application and Admission Timelines Section of this policy. Offers for a place at an Academy will need to be accepted within 2 weeks of posting of the notification letter.

Admission of children outside their normal age group

Parents of children who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Such applications will be considered on the basis of the circumstances of each case, taking into account the child's academic, social and emotional development. The right to appeal this decision does not apply if they are offered a place in another year group at the school. 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

If an application is not successful, applicants have the right to appeal against the decision to an independent panel. Appeals should normally be made within 20 school days and addressed to: School Admissions, Bristol City Council, PO Box 3399, Bristol BS1 9NE.

Waiting Lists

When an application has been unsuccessful, a child's name will be added to the Waiting List for the Academy held by the Admission Authority. Children on the Waiting List are ranked in order with reference to the Oversubscription Criteria. The position on a list will be determined by applying the Oversubscription Criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the Oversubscription Criteria. Waiting lists for all year groups will close on the last day of the academic year in which entry has been applied for - at which time they will be cleared. Places that become available will not be offered to children who are not on the relevant waiting list. Offers will be made when a place becomes available. If your child is offered a place from a waiting list, then you must accept or decline the place within 10 working days of the date of the offer.

All applicants have the right to appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant. A fresh application can be made for a place for the next academic year group, but this will not be considered before 1st May (Term 5).

Other Applications Secondary Academy (Years 7, 8 to 11)
Applications for a school place which are not for Normal Entrance into the Academy 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 Catchment Area of the Academy by transferring from another school. Applications are made using Admissions Form A (available from the Academy website). The application will be considered by the Admission Authority using the Oversubscription Criteria as specified in this Policy. The Academy 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. Applications are made using Admissions Form A (available from the Academy website). Applications will be considered by the Admission Authority using the Oversubscription Criteria in this policy at the earliest date they are eligible for consideration which is two terms (6 per year) in advance of the requested admission date. If an application is unsuccessful the child will be placed on the waiting list for the year group applied for using the Oversubscription Criteria in this policy.

If admission is refused, parents have the right to appeal as detailed above in the 'Application for Normal Admission to an Academy' section.

Oversubscription Criteria

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

Applications will be considered by category as listed below. Within each category, applications will be ranked according to the straight-line distance (distances supplied by the Local Authority will be used) from a defined point at the Academy to a defined point at the home address (all points defined by the Local Authority's computerised mapping system). Priority in each category will be given to the shortest distance. In case of the distance being the same a Tie Breaker will be used (see below).

Children with an Education, Health and Care Plan (EHCP) - All children whose Education, Health Care Plan names a school must be admitted.

1. **Looked After Children** or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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.

2. **Students living in the catchment area**. Priority will be given to siblings.

3. **Children of Excalibur employees employed at the academy** 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[2].

4. **All other applications.** Priority will be given to siblings.

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

Academy Application and Admission Timelines

- **31 October 2026** - National Secondary Deadline – applications must be received by the Local Authority by midnight. The Local Authority will issue a receipt for all applications received. If confirmation is not received, parents/carers must follow up with the Local Authority to ensure the Application has been received and will be processed.
- **1 March 2027** - National Secondary Offer date – the Council will post notification letters to the Applicants.
- **15 March 2027** - Offer Acceptance Deadline – the deadline for parents to accept the place offered. All acceptance and declined slips should be returned to the Local Authority Admissions Team**.** If they do not respond by this date it will be assumed that the place offered has been declined.
- **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).

Catchment Area - The address which determines whether a child lives in the Catchment Area of the Academy, is the place where he or she is ordinarily resident at the deadline for applications, and they are anticipated to continue to reside at upon admission.

The Catchment Area for the Academy has been inherited from Bristol City Council and is intended to match Bristol City Council's definition of the Academy's Area of Prime Responsibility (area of 1st priority) The area consists of a contiguous region covering parts of the unitary authority wards of Lockleaze, Eastville, Easton, Lawrence Hill, Ashley, Cabot, Redland and Bishopston.

A map showing Fairfield High Schools catchment is available on the Excalibur website.

Home Address - This is the child's permanent 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. We reserve the right to ask for proof of residence.

Final Year - The Final Year of a secondary school is year eleven and for a Sixth Form, year thirteen.

Looked After Children - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. 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).

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 Academy as at the Application Deadline and continue to do so 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.

Tie Breaker - When two or more children with the same priority for admission live exactly the same distance from the preferred School, the available places will be decided by random allocation (casting lots) by an independent person, except when the children are twins or from the same multiple birth, in which case 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.