BRISTOL CITY COUNCIL

Admission guidance for infant to junior transfer 2027/2028

An application is only needed for an infant to junior transfer in very limited number of circumstances. Please read the guidance below before completing an application.

Places available at a school are determined by the school's Admission Number. This represents the minimum number of children who have to be offered places at each school if there are sufficient applications.

Please read the relevant pages of the Bristol City Council's Admissions website before making any application for a junior school place for your child.

Transfer from infant to paired junior schools

Parents and carers do not need to apply for a junior school if child attends the paired Infant School e.g. Pupil attends Chester Park Infant School and parent and carer wishes child to attend Chester Park Junior School.

Children already attending a Year 2 age group of an infant School (i.e. a school which takes children between the ages of 4 and 7) will automatically transfer to the Year 3 age group of he paired junior school, unless it is the wish of the parents that they transfer to a different Junior School.

Transfer to another junior school

Should you wish to apply for a Year 3 place at a junior school other than the one that your child's infant school is paired with please complete the application form and return it to the Local Authority where you reside by 15 January 2027. our application request will be transferred to the admission authority who will contact you in writing on 16 April 2027 with the outcome of your application.

If there are still places available at the below school within a Junior School's Admission Number once the Year 2 children transferring within the school(s) have been taken into account, then the below criteria will be applied to all applications for children who currently attend other infant or primary schools.

- Broomhill Junior School
- Chester Park Junior School
- Sefton Park Junior School

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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.**

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Children attending paired infant school

3. Siblings

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

4. 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

Children in Care and Children Previously in Care

i. Children in care are children who are in the care of a local authority or provided with accommodation by that authority under section 22 of the Children Act1989. 1989 Children's Act.

ii. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. Applicants can provide evidence demonstrating their child was previously in care to an institution acting as a Local Authority, or an organisation that supports the best interests of the community/child. In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child, confirming that they were looked after immediately prior to that order being made, or such evidence that demonstrates a child was in state care outside of England prior to being adopted

Children in Care and Children Previously in Care are sometimes referred to as Looked After and Previously Looked After Children.

Paired Infant School

This refers to transfer for the following schools:

- Broomhill Infant School to Broomhill Junior School
- Chester Park Infant School to Chester Park Junior School
- Sefton Park Infant School to Sefton Park Junior School

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 or fostered brother or sister,
- 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 home address is the permanent address where the child spends the majority of their time and is living with the person who has parental responsibility as the main 'carer', as defined in section 576 of the Education Act 1996. A permanent home address is the place where applicants with parental responsibility resides or have legal residence. It is the address used for official identification. For example; voter registration, driving licence and council tax. It is also where you call home and can be verified through various means, such as; utility bills, rental agreements or mortgage documents.

Bristol will not accept more than one permanent address as the child's home address. Where a child regularly lives at more than one address the Local Authority 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 court documents or other legally binding documentation such a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided Bristol Local Authority will determine the address be used for allocating a school place.

If the family are living at a permanent address in the UK this address will be used for school admission purposes.

If the family are in the UK and do not have a permanent address or reside in atypical accommodation such as; a van on the public highway or boat without permanent mooring, short term lets, such as Airbnb/guest houses/hotels (not including bridging hotels through official government schemes)/campsites etc, the home to school distance will be calculated from City Hall, College Green, Bristol to the preferred schools.

If the family live outside the UK at the point of submitting the application, the address where the family currently resides will be used for school admissions purposes.

Home to school distance

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. This point is used for the My Neighbourhoods information available on the Bristol City Council website.

If the family have a permanent address in the UK, this address will be used for school admission purposes. If the family do not have a permanent address and

reside in atypical accommodation such as a van on the public highway or boat without permanent mooring, the home to school distance will be calculated from Bristol City Hall to the preferred schools.

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 (School Admissions Code Para; 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 will be determined by drawing lots, overseen by a member of staff from Bristol City Council Legal Services.

Education, Health and Care Plans

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

Applications for children with EHCPs should not be submitted on the Common Application Form (CAF).

Exceptions to arrangements set above

Applications to Elmlea Junior School, Henleaze Junior, Summerhill Academy and Wicklea Academy follow different admission criteria. Please refer to the schools' admissions policy for details.

Transfer to a primary school

Should you wish your child to attend a Primary School in Bristol from Year 3, please use Bristol's in-year application process For more information please see the in-year page on the school admissions website. Applications should be made in 14 June 2027. Applications for schools outside Bristol should be made direct to the relevant admission authority. Please contact the Local Authority where the school is based for guidance.

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