



## Fishponds Church of England Academy

### Primary Phase Admissions Policy 2023- 2024

#### Introduction

This document sets out the admission arrangements of Fishponds Church of England Academy. For the purposes of this policy, the Diocese of Bristol Academies Trust is the admission authority.

#### Ethos Statement

##### *Vision*

The Diocese of Bristol Academies Trust (DBAT) shares the Church of England's Vision for Education 2016, "Deeply Christian, Serving the Common Good", which includes four basic elements wisdom, hope, community and dignity. We aim to deliver values-led education with the very best outcomes for children and young people.

##### *Values*

DBAT cherishes the principle of family. We believe that pupils' needs are collectively met through collaboration, joint purpose and a strong Christian ethos which allows all children and staff to flourish. Christian values are central to all our work; generosity, compassion, courage, forgiveness, friendship, respect, thankfulness, trust, perseverance, justice, service and truthfulness.

#### Introductory Statement

Fishponds Church of England Academy is a 4 - 11 Academy with a faith designation and a Christian religious ethos that is both distinctive and inclusive. Distinctive in the sense that all decisions about the nature and purpose of the Academy are taken through the lens of Christian values, inclusive in the sense that all students and staff are equally valued for their uniqueness in the eyes of God and their belonging to the school community.

#### Admission Numbers

The school has a published admission number (PAN) of 60 for entry in year Reception for 2023.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications are received than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at Fishponds CE Academy to all that have applied on behalf of the school.

#### Application Process

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of **15th January 2023**.
2. The Local Authority will inform parents of the offer of a place on behalf of the Diocese of Bristol Academies Trust on the national offer date **16th April 2023** or the next working day.
3. Fishponds Church of England Academy has an admission number of 60 pupils for entry into Reception. The school will accordingly admit at least 60 each year if sufficient

applications are received. All applicants will be admitted if 60 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

### **Oversubscription Criteria**

#### **1. Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)**

Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

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<sup>91</sup> 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" (LAC) 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) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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. Siblings of pupils attending the school at the time of entry to the school .**

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

#### **3. Places will be allocated to 8 (15% of year group intake) Christian children and prioritised in the following order:**

- a) Regular attendance at public worship at **All Saints or St Marys Churches Fishponds** Church of England church.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least **12** times in the twelve months immediately prior to the date of application.

- b) Regular attendance at public worship in any Church of England church.



Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least **12** times in the twelve months immediately prior to the date of application.

- c) Attendance at public worship in any other Christian church.

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found in the link below.

[https://www.churchofengland.org/sites/default/files/2019-04/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf).

Membership and practice of the faith will be established by information provided on the **Supplementary Information Form** completed by a designated faith leader of the relevant faith to reflect attendance twelve times in the twelve months immediately prior to the date of application.

A parent or parents wishing to apply against this criterion must complete a Supplementary Information Form. Attendance at public worship (or its specified equivalent for faith bodies which are not a Christian church where that is provided for in the admissions arrangements) will be established by information provided on the Supplementary Information Form, including verification by the relevant Minister/Faith Leader or their designated officer. For the purposes of these admission arrangements 'regular' means attendance at least **12** times in the **12** months immediately prior to the date of application.

In the event that during the period specified for attendance at worship the church or relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or relevant place of worship, or alternative premises have been available for public worship.

4. **Admission on social or medical grounds** can be considered where the medical condition relates either to the child in question or a parent/carer, brother or sister or other relative/childminder. Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required.
5. **Children eligible for the pupil premium including the Early Years pupil premium and the Service premium.** Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority. Children given priority under this criterion fall into the following categories:

- a. Children eligible to be registered for free school meals and children who have been registered as eligible for free school meals at any point in the last six years;
  - b. Children eligible to receive the Early Years premium; and
  - c. Children whose parent(s) are serving in the regular UK armed forces, the children of regular armed forces personnel who were serving in the past 3 years, or children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.
6. **Children of all staff** will be considered where the parent has a permanent contract of employment. Their normal base of work must be at **Fishponds Church of England Academy** and their employment contract must have been in place for two or more years at the time of the closing date for application for admission.
7. **Priority will next be given to children living within the proximity in the order set out below:**

Proximity to the school with those living closest to the school having priority calculated by:

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.

The child's home address will be determined by:

DBAT (undertaking Bristol's distance requirements) will not accept more than one 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 as a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided DBAT, in conjunction with Bristol Local Authority will determine the address to be used for allocating a school place.

#### *Tie-breaker*

1. Proximity to the school.  
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.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).



### **Late applications**

Applications received after the closing date and before the DBAT's admission meeting will be placed last in the criteria in which they fall unless DBAT is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time.

Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time.

In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

### **In-Year admissions**

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria stated below.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- 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; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

### **Waiting Lists**

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until 31st December 2023.

This will be maintained by the individual Academy and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with **the admissions criteria stated below**. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

**The waiting list will be reordered in accordance with the following oversubscription criteria whenever anyone is added to or leaves it.**

### **Admission Criteria**

1. Looked After Children (as defined above)
2. Siblings of pupils attending the school at the time of entry to the school (as defined above)
3. Regular attendance at public worship in any Church of England church (as defined above, point 3b)
4. Admission on social or medical grounds (as defined above)
5. Children eligible for the pupil premium including the Early Years pupil premium and the Service premium. (as defined above)
6. Children of Staff (as defined above)
7. Proximity (as defined above)

### **Appeals Procedure**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Assistant Principal at Fishponds CE Academy within **20 days** of the date of the letter refusing your child a place at the school for information on how to appeal.

Information on the timetable for the appeals process is on our website at <http://www.fishpondsceacademy.bristol.sch.uk>

### **School age**

A full-time school place in the Reception class is available for children from the September following their 4th birthday.

### **Deferred entry for infants**

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age of 4. However, places cannot be deferred until the next academic year.

### **Address definition**

The child's home address will be determined by:

DBAT (undertaking Bristol's distance requirements) will not accept more than one 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 DBAT, in conjunction with Bristol Local Authority will determine the address be used for allocating a school place.

### **Enquiries**

Should be to the Assistant Principal at Fishponds CE Academy

## School Admissions Supplementary Information Form

**This application form should be used if you wish to apply for a place related to Faith.**

The supplementary information should be sent directly to Fishponds CE Academy, Fishponds Road, Fishponds, Bristol BS16 3UH.

You will receive an acknowledgement that we have received your postal form if you enclose a stamped addressed postcard or envelope.

**PLEASE COMPLETE IN BLOCK CAPITALS**

Parent or Carer Details			
Forename		Surname	
Relationship to the child			
Home Address			
Telephone number (Home)		Telephone (Mobile or Work)	
Email address			

Child's Details							
Legal Forename(s)					Legal Surname		
Date of Birth	D	D	M	M	Y	Y	
Current Home Address							





**Faith**

If your child regularly worships at a Christian Church, please complete this section. 'Christian church' means either an Anglican Church or another church or ecclesial community which confesses the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church; and to fulfil their mission to proclaim the Gospel by common witness and service in the world.

An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and Churches Together in Britain and Ireland are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found in the link below.

[https://www.churchofengland.org/sites/default/files/2019-04/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf)

Does your child regularly worship in an Anglican Church or any other Christian Church?	Yes/No
--	--------

If yes, please enter the name and address of the Church:

**Please ask the Religious leader of your place of worship to complete the section below**

**Religious leader's recommendation**

To the best of my knowledge the above child attends religious services at the Church named above.

Has the child attended worship at least twelve times in the twelve months prior to the date of application? In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship	Yes/No
---	--------

Please enter the name and address of the Church:

Signed (religious leader)	Date
---------------------------	------

Name (printed)	Position
----------------	----------

**Declaration**

I state, to the best of my knowledge and belief, that the information I have given is correct and complete and I will advise the Diocese of Bristol Academies Trust in writing of any changes to the information on this form. I understand that the provision of incorrect information could lead to the withdrawal of an offer of a school place.

Signed (parent/carer)	Date
-----------------------	------