



## Admission Policy for the 2022 – 2023 school year

### **Published Admission Number (PAN):60**

*This means there are 60 children admitted into our Reception classes each September.*

*There are 60 places available in each year group across the school, except in Nursery which has 20 places available each year.*

### **INTRODUCTION**

Fishponds Church of England Academy is a large and thriving school in the centre of a diverse community. We welcome all who want to learn with us. This policy sets out how we will decide on admissions to the Academy in September 2022. It is important to us that our procedures are clear and fair.

Further information about the Academy is contained in the prospectus on our website and from the School Office.

Admissions policy is set by the Local Board in conjunction with the Academy sponsor (see below under 'admissions authority'). However the Academy uses the admissions service of Bristol City Council to help in the administration of the admissions process, including allocations, rankings and appeals.

Applications for a place at the Academy should be made to your home Local Authority on their **Common Application Form (CAF)**. For Bristol residents this is either

- Online at <https://admissions.bristol-cyps.org.uk/> or
- By completing a paper form and sending it to School Admissions, Bristol City Council (Parkview), PO Box 3176, Bristol BS3 9FS.

**Important note: applicants for 'faith places' must send their completed supplementary form only direct to the Fishponds Church of England Academy School Office in addition to applying on the CAF.**

There is no automatic admission to Fishponds Church of England Academy from Fishponds Church of England Nursey and all parents/carers will have to apply for a place in reception for their child.

### **HOW PLACES ARE ALLOCATED**

If the Academy is not over-subscribed all applicants will be offered a place.

The following criteria have been agreed between Members of the Local Board, the Academy sponsor and the Local Authority and will be applied in the order in which they appear below should the number of applicants in any year group exceed the number of places available, having first deducted from the published admission number those children with an Educational Health Care Plan (EHCP) which has Fishponds Church of England Academy as their named school.

Please note that, following national guidelines, attendance at the Academy's Nursery is not a relevant criterion for a place under this policy either for the applicant or in the definition of sibling.

The admissions policy will prioritise applications in the following order

- 1) Looked After Children or previously Looked after Children
- 2) Siblings

- 3) Faith Places
- 4) Distance
- 5) All other applicants

## Definitions

Attendance	must be by the child for whom the application is made or one or both parents/carers. To accommodate patterns of work (such as shifts) and family relationships, account will be taken of week-day worship.
Home Address	is where the child spends the majority of 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 main address when allocating places will be the address where the child is registered with a doctor.
<u>attendance that is irregular</u>	means <u>attendance</u> at a place of worship either less than twice a month or for less than two years prior to the deadline for receipt of applications.
<u>Regular attendance/Regular worshippers</u>	means <u>attendance</u> at a place of worship at least twice a month for the two years prior to the deadline for receipt of applications.
' <u>Looked After Children</u> ' (previously called 'Children in Public Care') and ' <u>Previously Looked After Children</u> '	are children who are in the care of the local authority or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22 (1) of the Children Act 1989.  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). References to previously looked after children in this policy mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.'
Over-subscription	means more applicants for places in a particular year group than there are places available.
On roll	means where the sibling is still going to be on the school roll after the applied place would begin in the September. Example: A Year 6 child who has a sibling application made for the following September. The Year 6 would have left the school roll in the July prior to the sibling taking up their place in the September. This would mean that they were not on roll at the time of taking up the place and therefore do not qualify for this category.
Parent/Carer	Includes either or both Parents/Carers or a sole Parent/Carer. Where only one of two Parent/Carers satisfies the criterion, the application will be treated equally with applications where the criterion is satisfied by both Parents/Carers. The reason for this is to ensure that children of separated or divorced Parents/Carers are treated in the same way as a child, whose Parents/Carers live together. The expression "Parent/Carer" includes permanent legal carers, but must relate to either a parent or a permanent legal carer, but not both
<u>Siblings</u>	Are a brother or sister who share one natural parent, step brother or sister, or who have been legally adopted or fostered into the family AND where the child for whom the place is sought is living permanently in the same family unit at the same address as that sibling. Siblings who will be in the Nursery of the Academy in September 2021 are not counted as siblings for the purpose of admissions.

## **1. Looked After Children or Previously Looked After Children**

See definitions section above

## **2. Siblings**

Siblings of pupils who currently attend Fishponds Church of England Academy from Reception to Year 6 and who will still be on roll at the beginning of the school year in **September 2022**.

## **3. Faith Places**

Members of the Local Board may allocate no more than eight places to children of parents/carers or a child who are regular worshippers at the following places, in the following order of priority irrespective of where they live. The regularity of worship is confirmed by a confidential reference from the Minister or other responsible religious official.

1. The parish churches of All Saints and St Mary's , Fishponds
2. Other Anglican churches
3. Another Christian church which is in membership of, or has observer status at Churches Together in Britain and Ireland

Parents/carers applying under these criteria must complete the supplementary form (attached to this policy) in addition to the common application form. Should there be more than eight applicants for faith places, the Local Board Admissions Group will prioritise regular attendance in the first group, then the second group and so on. If spaces remain, attendance that is irregular in the first group will be allocated, then from the second group and so on.

## **4. Distance**

In the event of over-subscription, priority will be given to those children living closest to the Academy as measured in a direct line from the home address to the Academy.

Home to Academy 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 Academy building using the Local Authority's computerised mapping system.

### **Tie-breaks**

A direct line distance from home to the Academy will be used as a tiebreak. When the furthest distance to qualify for a place relates to a household containing two or more children for whom applications are being made, a place might be offered to twins and children from multiple births. 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 Academy, as measured in a direct line from the building to the Academy; the available place(s) will be allocated by drawing lots. Lots will be drawn by an appropriate person, independent of the admissions process at the school.

### **Infant class size (Reception, Year 1, Year 2)**

Infant classes must not contain more than 30 pupils with a single teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limited.

The excepted children are

- a) Children admitted outside normal admissions round with an EHCP specifying a school
- b) Looked after children and previously looked after children admitted outside normal admissions round;

- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) Children admitted after an independent appeals panel upholds an appeal
- e) Children who move into the area outside the normal admissions round for whom there is no other school available within a reasonable distance
- f) Children of UK service personnel admitted outside the normal admissions round
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
- h) Children with special educational needs who are normally taught in special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school (Taken from The Admission Code 2014)

The members of the Local Board Admissions Group will decide whether to admit an excepted pupil.

## **WHAT HAPPENS NEXT?**

### **Appeals**

Any child who is refused a place at the Academy has the right to appeal against this decision. An appeal form must be completed and returned to the Academy and will then be considered by an independent panel. Full details will be provided with the refusal letter.

### **Late applications**

The closing date for applications for September 2022 entry is in January prior to the September of intake. The exact closing date is published on the Bristol City Council Website. Applications received after this date will be considered but only after all on-time applications have been processed.

### **Waiting list**

The Academy will maintain a clear, fair and objective waiting list until the last day of the first term of the academic year. Each time a child is added, the list will be ranked again following the published oversubscription criteria. Priority will not be given to children based on the date either their application was received or their name was added to the list. Looked After children will take precedence over those on the waiting list.

## **OTHER IMPORTANT INFORMATION**

### **Admissions Authority**

The Diocese of Bristol Academy Trust (DBAT) is the admission authority, however DBAT have allocated administration of the agreed policy to the Local Board of the Academy. The Local Board will allocate places on the basis of their published admission arrangements only. Any decision to offer or refuse admission will be taken by the Members of the Local Board Admissions Group which is established by DBAT.

### **Admission of children below compulsory school age and deferred entry to school**

All children will be admitted to the Academy in the September following their fourth birthday. However,

1. Parents can request in writing that the date their child is admitted to the Academy is deferred until later in the year (the beginning of the summer term) or until the child reaches compulsory school age and
2. Parents can request in writing that their child takes up the place part time until the child reaches compulsory school age.

The decision about how 1 or 2 above can be accommodated is set by the Academy. Parents who are considering this option should discuss their concerns with the Principal at the time of acceptance of a place so that an informed decision can be made in the best interests of the child.

N.B. Places in the Nursery class cease for all children in the September following their fourth birthday.

**Addendum to Policy due to Covid-19 re Faith Place Oversubscription**

*“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”.*

## Supplementary Admissions form 2022 - 2023

### Supplementary Form - Admission Policy Criteria 3: Faith

If you are applying under this category and are committed members of, and you regularly attend a place of worship, please complete the following information. This form is in **addition** to the usual way of applying for a place through Bristol City Council. A letter will be required from the religious leader of your place of worship e.g. Priest, or other appropriate authority.

*(Please PRINT IN BLOCK CAPITALS)*

Forename(s) of  
child: \_\_\_\_\_

Surname of  
child: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address of  
child: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Name of Church or place of worship: \_\_\_\_\_

Name, title and full address of person to whom a letter should be sent at your place of  
worship:

Title \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

This form must be completed and returned **in addition** to the application sent to Bristol City Council and should be returned to the school office.

#### **Addendum to Policy due to Covid-19 re Faith Place Oversubscription**

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