

## St Mary Redcliffe Church of England Primary Academy

### Admission Arrangements for 2022/23 school year

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

#### Applications

All Local Authorities in England are required to have co-ordinated arrangements for admission to Reception in primary schools. Parents of children resident in Bristol apply to the City Council on the common application form (CAF) regardless of where the schools applied for are situated, either:

- Online at [www.bristol.gov.uk/schoolsadmissions](http://www.bristol.gov.uk/schoolsadmissions)
- By completing a paper form and sending it to: School Admissions, Bristol City Council City Hall, PO Box 3176, Bristol, BS3 9FS. Email: [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)

#### Admissions Timeline

St Mary Redcliffe Church of England Primary Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year).

**By early September 2021** – the school will publish on its website admissions arrangements, for the following September. This will include details of open events for prospective pupils and their parents/carers to visit the school;

**September 2021**- the local authority admission application process will open.

**Mid-January 2022** – closing date for parents/carers to complete the Common Application Form (CAF) via their home LA, which the LA provide and administer;

**April 2022** - Offers will be sent to parents/carers by the home local authority;

**June 2022** - Appeals will be heard by an independent appeal panel administered by Democratic Services at Bristol City Council on behalf of the school.

#### Admission Arrangements for 2022/23

St Mary Redcliffe Church of England Primary 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.

Where there are more applications than places available, allocations will be made in the following order of priority as set out in sections 1, 2, and 3 below. Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'.

1. Children in Care or children who were previously in Care but immediately after being in Care became subject to an Adoption Order, Child Arrangements Order, or Special Guardianship Order.
  - Children in care are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.

2. Siblings: Where there are siblings in attendance at the preferred school and who will still be on roll in the year of entry.

- Sibling refers to brother or sister, half brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living permanently in the same family unit at the same address as that sibling.

3. Geography: Children living closest to the school as measured in a direct line from the home address to the school.

- 'Home Address: A child's permanent home 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. Documentary evidence may be required to confirm a child's home address. If a child regularly lives at more than one address the admission authority will have to reach a conclusion about which address should be counted as the main address when allocating school 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 point within the main school building using the Local Authority's computerised mapping system.

#### Tie-breaks

Where there are more applications than there are places remaining within a particular category, siblings will be given priority. After this, direct line distance from home to school will be used as a tie-break. Where two or more applicants cannot be separated, the offer of school place will be determined by random allocation; the drawing of lots, and will be overseen by an independent person.

However, if children of multiple births (twins and triplets) and are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules

#### Educational, Health and Care Plans

All children whose Education and Health Care Plan (EHCP) names the school will be admitted. Other children without an Education, Health and Care Plan will be subject to the general admission arrangements.

#### Deferred Entry

Parent/carers offered a place in reception for their child have a right to defer entry, or take up a place part-time, until the start of term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred beyond the beginning of the final term of the school or until the next academic year. Children reach compulsory school age on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31st August, 31st December and 31st March.

### Admission of children outside normal age group

Children are normally educated in school with others of their age group; however, parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested. When such a request is made, the Local Board will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, considering any supporting evidence provided by the parent and the views of the head teacher.

### Waiting Lists

The school will maintain a clear, fair and objective waiting list until 31 December following the September of admission. Each added child will require the list to be ranked again in line with 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.

### Appeals

Any appeals are made via the Local Authority, in line with their reception admissions appeal procedure: <https://www.bristol.gov.uk/schools-learning-early-years/primaryschool-new-reception-admissions-appeals>

### In-Year Admissions

All applications for admission made during the 2022/23 school year must be made via the School. Parents should contact the school via the registered address below. In-year admission decisions will be made using the criteria described above and will be administered by the School's Admissions Committee.

### Registered Address:

Heads of School: Mr Kevin Fry and Miss Meg Dudding  
St Mary Redcliffe Church of England Primary School  
Windmill Close  
Bristol  
BS3 4DP  
Telephone: 0117 353 4760  
Email: [st.mary.redcliffe.p@bristol-schools.uk](mailto:st.mary.redcliffe.p@bristol-schools.uk)