



Westbury-on-Trym CE Academy

Learning Together, Learning Forever



Admissions Policy for 2017-18

Introduction

Applications to attend Westbury-on-Trym CE Academy are welcomed from all families. The Academy's Admission policy and arrangements comply with the [School Admissions Code of Practice](#) and the [Bristol City Council Coordinated Admissions Schemes](#).

The school has a Published Admission Number (PAN) of 60 pupils for entry to Reception classes.

Special Educational Needs

Children with Statements of Special Educational Needs follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements. Other children without a Statement of SEN will be subject to the general admission arrangements.

Over-Subscription Criteria for Westbury-on-Trym CE Academy

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'. Priority is not given to first preferences. We aim to meet the highest preference possible for every applicant by applying the published oversubscription criteria equally to all applications for the Academy.

1. Children in Care or children who were previously in Care but immediately after being in Care became subject to an adoption, residence, 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 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 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.
- 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 Governing Body 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.

4. 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 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 the building to the school; the available place(s) will be allocated by drawing lots.
- Any offer of a place determined by random allocation will be overseen by a member of staff from the Bristol Democratic Services.



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- Distances will be measured in a straight line from the child's home address to the school, using the Local Authority's computerised measuring system.

Applications at Other Times of the Year (In-Year Applications)

Children wishing to apply for a place after the normal admissions round will need to complete the Bristol City Council (BCC) form which can be found at <https://admissions.bristol-cyps.org.uk/prefs.php>. The completed should be returned to Westbury-on-Trym CE Academy. The Governing Body will consider the application in line with the schools admissions policy. Where the school is oversubscribed, the school will inform parents of the right to appeal and the appeal process.

Waiting Lists

When a place at Westbury-on-Trym CE Academy cannot be offered, parents/carers can request that their child's name is placed on a waiting list held by BCC.

The child's name will be retained on the waiting list until the end of the academic year. If a place becomes available at the school, the place will be offered in accordance with the published oversubscription criteria and not the length of time a child's name has been on a waiting list. Names will be removed from the list on request, or if the offer of a place is not accepted within 10 days of the date of the offer. Positions on waiting lists may change due to new applications received.

Placing a child's name on a waiting list does not affect the parents' right of appeal against an unsuccessful application.

Appeals Procedure

Parents/Carers have a right of appeal to an independent panel against any decision made by the governors regarding the admission of their child.

Information about the appeal procedure will be provided when an application for a place at Westbury-on-Trym CE Academy has been refused by the Governing Body.

Please read this Policy in conjunction with Bristol City Council Admissions Policies which give further information including:

- When the academy has the right to withdraw an offered place (for example, if we discover that an address used during the application process was not the child's main home address as defined in the section headed geography bullet point 3 above).

Contacts:

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