



WESTBURY ON TRYM CofE ACADEMY

ADMISSIONS POLICY 2018-2019

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 or an Educational Health Care Plan (EHCP) follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements. Children with the Academy named in their Statement or EHCP will be admitted. Other children without a Statement of SEN or an EHCP 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'.

1. Children in Care or children who were previously in Care but immediately after being in Care became subject to an adoption, child arrangement 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 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 but not cousins or other family members.

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 income claim benefit is paid and/or the applicant is registered with a doctor (as of 1st September 2016 current guidance but may be subject to national changes in benefit schemes etc).
- 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.
- 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.

- 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. This process will be overseen by an independent party appointed by the Governing Body.

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 follow the Bristol City Council (BCC) application process which can be found at <https://www.bristol.gov.uk/schools-learning-early-years/in-year-admission>.

The Governing Body (acting as The Admissions Authority) will consider the application in line with the Academy Admissions Policy. Where the school is oversubscribed, the school will inform parents of the right to appeal and the appeal process.

Admission of children below compulsory school age and deferred entry to school, (including for summer born children).

1. Westbury-on-Trym CE Academy will provide for the admission of all children in the September following their fourth birthday subject to the Admissions Policy. Where a child is offered a place at the Academy then the child is entitled to a full-time place in the September following their fourth birthday;
2. The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (ie the beginning of the term after their 5th birthday) and not beyond the beginning of the final term of the school year for which it was made; and
3. Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
4. We ask that if you wish to delay or defer the start of your child's time at the Academy, having been offered a place (as in points 2 & 3 above), that you contact us to arrange a meeting to discuss the details and timings of this;
5. We will also ask that you confirm your final decision, following this meeting in writing to the Academy.

We hope that the following information helps clarify the options available to parents for your child's starting school arrangements.

When will my child reach statutory school age?

Children must be receiving full-time education by the start of the term following their fifth birthday.

- For children born between 1 September – 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e January)
- For children born between 1 January – 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e after the Easter holidays in either March or April)
- For children born between 1 April – 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e after the summer holidays, in September)

What options do I have available if my child is born between 1 April and 31 August (i.e summer born children)?

- You can either apply as normal for a full-time place for the academic year in which your child will turn 5 years old towards the end of.
- You can apply for this full-time reception place but then discuss with and agree with the school you have secured a place at/the Academy, that you defer their entry until later in that same academic year for your child
- You can apply to Bristol LA or the Academy to defer your child's admission by a whole year until they reach compulsory school age and then you will be applying for a place for them to start in Reception

- We would ask any parents/carers who wish to apply for a deferred place for a summer born child to submit supporting evidence. This could include your own reasons as well as any relevant medical evidence or reports from an educational psychologist etc.

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 on behalf of Westbury-on-Trym CE Academy by BCC.

The child's name will be retained on the waiting list until the end of the academic year after which time a new application should be made for inclusion in the next year's waiting list. If a place becomes available at the Academy, 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 and in line with the over subscription criteria.

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:

School website

www.westburyontrym.academy

School Email

info@westburyontrym.academy

Bristol City Council

school.admissions@bristol-schools.uk

APPLICATION FOR A SCHOOL PLACE – CURRENT YEAR GROUPS



Date the new school is required:

A Child/Children's Details

	First Name(s)	Surname/Family Name – as on birth certificate	Date of Birth	Gender M/F
1				
2				
3				

Current Address: -----

----- Post Code: -----

B Parent or Carer Details

Title: ----- First Name: -----

Surname/Family Name: -----

Relationship to the Child: -----

If you **do not** have parental responsibility for the child/children, please tick the box

Current Address (if different from child): -----

----- Post Code: -----

Home phone: -----

Work phone: -----

Mobile phone: -----

Email: -----

C House Move

If the Child(ren)/Family are moving house, please give address moving to:

----- Post Code: -----

Anticipated date of move: __/__/----

(We may require confirmation of this address at a later date)

D Child/Children's Further Information

Does your child hold EEA (European Economic Area) Citizenship? Y N

If you have ticked the 'No' box, please attach a copy of the date stamped UK entry page in your child's passport.

Is this child 'looked after'* by a Local Authority? Y N

(*This means children who are in public care. The School Admissions Code has now been amended to include previously looked after children. These are defined as children who were previously in care but immediately after being in care became subject to an adoption order or special guardianship order. The School Admissions Code now gives both categories of children the highest priority.)

If yes, which Local Authority: -----

Name of Social Worker: -----

Contact Telephone Number(s): -----

Email Address: -----

Has your child previously been 'looked after'? Y N

If you tick yes, documentation will be required to support this.

For the following questions please give your children's information in the order of 1, 2, and 3 from section A.

	Name of Present/Previous School	If a non-Bristol school please provide the address
1		
2		
3		

Does your child have a Statement of Special Educational Needs? Or EHCP (Yes/No)

Child 1: Child 2: Child 3:

Has your child had two or more Permanent Exclusions? (Yes/No)

Child 1: Child 2: Child 3:

E Preferred Schools

A list of Bristol Primary and Secondary schools can be found at www.bristol.gov.uk/schooladmissions

If there is a sibling already attending one of the preferred schools, please give the name and date of birth of this child:

(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)

Name: _____ Date of Birth: __/__/____ School: _____

You do not have to express a preference for more than one school, but you may name up to **three** schools if you wish. Please list the preferred school(s) in order of priority.

	PRIMARY, INFANT OR JUNIOR SCHOOLS (AGE 4-11)
Preference 1	
Preference 2	
Preference 3	

	SECONDARY SCHOOLS (AGE 11-16)

Preference 1	
Preference 2	
Preference 3	

Please indicate if you have appealed for any of the above-named school(s) previously, and if so, when:

E Reasons for Preference/Grounds for Appeal

Please continue on separate sheet if necessary

THE DATA PROTECTION ACT 1998

Fair Processing Notice (Schedule 1 Section 2 Subsection 1(a) & Section 3)

Local Education Authorities hold information on pupils in order to run the education system, and in doing so must follow the Data Protection Act 1998. This means, amongst other things, that the data held about pupils will only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed.

The Local Education Authority (LEA) uses information collected about pupils to carry out specific functions for which it is legally responsible, such as the assessment of any special educational needs the pupil may have, home to school transport, school admissions, pupil welfare, children looked after, exclusions, early years support, etc. Information collected on pupils may also be exchanged with other departments in the Council, and other public bodies (for example, the Local Health Authority) where this is required for statutory purposes or is deemed to be of benefit to the pupil. The LEA also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

Information on individuals held on computer systems may be kept for up to eight years after they have left school.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please write to Bristol City Council, Data Protection Officer, Room 346, City Hall, College Green, Bristol BS1 5TR. A fee is charged for this service.

F Signature

I certify that the above information is true and accurate -----

Date: __/__/____

NOTE: Please ensure that all above sections of this form are fully completed to enable us to proceed with your school application.

Please return your form to:

School Admissions – Romney House

Bristol City Council

PO Box 3176

Bristol

BS3 9FS

REQUESTING A SCHOOL PLACE IN A YEAR GROUP THAT IS FULL

- If you are interested in a place in a year group at a Bristol school which is already full, it is not possible for the school to offer your child a place.
- The request will initially be considered by an Officer from the Authority who will look at a number of factors such as:
 - class sizes at the school
 - how many places there are in the year group
 - how many children are already attending in the year group
 - how many children can be accommodated in the school according to its accommodation capacity
 - how many children are already attending the school
 - whether the school considers that extra children can be accommodated
 - distance from the requested school
 - similar factors for the alternative school which has room in the relevant year group

NB: If your child is in Key Stage One, there is a duty for the Authority to restrict infant class sizes to a maximum of thirty with a single qualified teacher.

- It may then be possible for your child to be offered a place at your preferred school. If this is the case, you will be

sent a letter informing you of the offer.

- If your child can still not be offered a place, you will have the right to appeal to an independent appeal panel explaining why you have selected your preferred school. You will receive a letter which includes information about how the appeal will be heard and you are encouraged to attend the hearing to explain your reasons in person. An alternative school will be offered at this stage, which is usually the next nearest to the home address with a place available.
- If the appeal panel considers that your reasons are stronger than the Authority's case for refusing your child a place, the panel can make a place available at your preferred school for your child, unless your appeal is heard on the basis of class size prejudice. The panel is more restricted in class size prejudice appeals, therefore, you would be sent more information about this in our response to your application.
- If the Authority's case is stronger than yours, you will be informed that your appeal has not been upheld.
- If your child has a Statement of Special Educational Needs, you can still appeal for a place at a Bristol school, however, your appeal is to the Special Educational Needs Tribunal. Your named Case Officer will give you information on how to do this.
- **If you have any queries you wish to discuss before writing to the School Admissions Section, please ring Bristol (0117) 903 7694 or e-mail: school.admissions@bristol.gov.uk**