

# Admissions Policy

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1.0	New Document	May 2014		
1.1	Revision	Mar 2015	Priority given to children of members of staff. Intake increased	STP/CW
1.2	Re-format only	Feb 2017		TJ
1.3	Review	Nov 17	Minor amendments to show CC now managing reception admissions	

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## 1 Admissions Policy

Christ Church C of E Primary School's policy on Admissions is that we follow the current admissions procedure set out by Bristol City Council, with the one exception that in addition we will admit pupils who are sons or daughters of serving employees of Christ Church School:

- where the member of staff has been employed permanently at the school for two or more years at the time at which the application for admission to the school is made and/or
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

This category would be after the sibling criteria and ahead of the distance criteria

- 1.1 This policy will be implemented in accordance with the school charter which sets out our character and convictions as a Church of England School.
- 1.2 The school currently accepts 60 pupils in Reception and for years 1 to 6 as outlined below.
- 1.3 The maximum class sizes within the school are as follows. Reception intake of 60 is split between two classes of 30 children. In Key Stage 1 the maximum and legal limit is 30 pupils to a class. In Key Stage 2 the school seeks to manage the maximum class size to 30 pupils or below.

## 2 Admissions Procedure

- 2.1 All applications for places in the forthcoming Reception year at Christ Church C of E Primary School must be made to the Local Authority in which the parent/carer of the child applying to the school lives. If the applicant lives outside Bristol the application should be made to that Local Authority who will contact Bristol City Council with the details. Where there are more than 60 applications for Reception places the oversubscription criteria set out in the Bristol City Council guidance are used to allocate places. In summary, priority will be given in the following order to SEN children, children in care, Forces children, siblings and any remaining places will be allocated by geographical proximity as straight line measurement from the school to the residence of the applicant. The BCC guidance can be found at:  
[http://www.bristol.gov.uk/sites/default/files/documents/children\\_and\\_young\\_people/schools/school\\_admissions/BD4279 - Primary School Admission\\_FINAL WEB.pdf](http://www.bristol.gov.uk/sites/default/files/documents/children_and_young_people/schools/school_admissions/BD4279 - Primary School Admission_FINAL WEB.pdf)
- 2.2 Christ Church School manages the Reception admissions administration, but the responsibility for places in Reception is with Bristol City Council and therefore all communications and applications for the Reception year are to BCC not the School.

In year admissions:

- 2.3 An in year admission means admission to a current year group for a child who is already attending school but wishes to change schools due to relocation or a change in circumstances.
- 2.4 All in year applications for a place at Christ Church C of E Primary School, including places in the current Reception group, should be made directly to the school. An application form can be provided by the school office, either by contacting us by phone on 0117 377 2830 or email on [Christchurchp@bristol.gov.uk](mailto:Christchurchp@bristol.gov.uk) or [becky.herbert@bristol.gov.uk](mailto:becky.herbert@bristol.gov.uk). Please refer to the school's guidance notes on 'In year' admissions prior to applying, in the appendix below.
- 2.5 When a vacancy occurs and there are outstanding applications, the Admissions Administrator convenes an Admission Panel at the earliest opportunity, to seek to fill the vacancy.
- 2.6 The criteria used to make the decision on who is offered the place are the same as those used for the allocation of Reception places set out on the Bristol City Council website referred to above see 2.1.

- 2.7 When a decision has been reached, and the parent/carer of the pupil has been informed, they have twenty days in which to take up the offer of the place. Taking up the place means that the child must arrive at the school within twenty days of the place being offered. The twenty days are calculated using a five day week, term time only. Therefore places for September each year can be offered in late June or July as school holiday is not included in the twenty days. If the child has not started at the school within this timescale, the place will be re-offered to the next child on the waiting list.
- 2.8 Should you be moving into the local area, we are happy to place your child's name on our waiting list pending your move, but will be unable to confirm a place prior to your move to the area and then it will be subject to sight of proof of your local address.
- 2.9 If we have been unable to place your child in the year for which you made the original application, we will contact you by email (during April/May) to ensure that you still wish your child's name to remain on our waiting list for the next year up. Failure to reply will be taken as confirmation that you no longer wish your child to remain on the list. During the school year, should you decide that you no longer require a place for your child, please inform us at your earliest convenience.

## APPENDIX 1 Guidance Notes to In Year Admissions

At Christ Church, we aim to compile classes considering a balance of gender, range of educational, social and personal needs. If your reasons for considering a place for your child at our school fall outside of a normal request for an 'in year' admission (as outlined in 2.2 of our policy), please consider carefully the information below and ensure that you have taken the relevant action

- **Dissatisfaction:** Discuss your concerns with the current Headteacher as it may not be in your child's best interests to change school.
- **Behaviour issues:** Some parents/carers want to change schools because they think their child's behaviour will improve with a change of school. It is more important for everybody to work together in trying to address and resolve the difficulties that are causing the poor behaviour. Talk to the teachers who teach your child, to find out if she/he is worried about certain subjects.
- **Unresolved issues:** Talk to your child's teachers, tutor or Headteacher to make sure they are aware of the situation.
- **Bullying:** You may feel a change of school is necessary because your child is being bullied. All schools have anti-bullying policies, and, as such, if you think your child is being bullied you need to tell the school immediately. Moving school without confronting the problem may help in the short term but in the long run it may not help your child.
- Make an appointment to speak to the Headteacher to discuss any concerns.
- To avoid exclusion talk to your child's teacher, head of year or Headteacher.
- Check if your child has a 'Pastoral Support Plan' or has been identified as having SEN (see below).
- **Special Educational Needs:** Talk to the teacher in charge of Special Needs (SENCO) at the school.
- Contact the school Education Welfare Officer (EWO) for advice.

If you wish to transfer your child to the same age group in another local school (for reasons other than moving to an address outside the normal area), parents must first discuss the transfer with the head teacher of the child's current school.

If you do decide to make a formal application for transfer, please ensure that all the details on the application form are completed.