



**Cabot**  
Learning  
Federation

Academy Admissions  
Policy for the  
2019/2020 academic  
year

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Date: February 2018, Cabot Learning Federation

**History of most recent Policy changes**

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
Date	E.g. Whole Document	Detail of change	Reason for change
October 2016	Whole Document	Adoption by the Cabot Learning Federation and Implementation	To ensure a clear and consistent approach to admissions across the federation
November 2016	P7 In Year Admissions	Amended to reflect in year admission applications are made on the Academy application form, not the CAF	Review
September 2017	Whole document	Amended to reflect recommendations from BCC Admissions	Review prior to formal consultation

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## 1 Policy Statement

- 1.1 The purpose of this policy is to make clear the admissions process to Begbrook Primary Academy.
- 1.2 The Cabot Learning Federation (CLF) adheres to the statutory requirements and the principles outlined in the School Admissions Code [DfE December 2014], which all academies are required to adhere to via the Funding Agreement between Begbrook Primary Academy and the Secretary of State.
- 1.3 The CLF has agreed that the admission arrangements will remain in line with the agreed arrangements for Bristol Local Authority maintained non-denominational secondary and primary schools.
- 1.4 More information about the CLF can be found on the website as follows:  
[www.cabotlearningfederation.net](http://www.cabotlearningfederation.net).
- 1.5 The policy covering admissions for Post 16 students is not contained in this document. Please visit the Cabot Learning Federation Post 16 website to view the Post 16 Admissions Policy:  
<http://www.clfpost16.org/>

## 2 The Admissions Timetable

- 2.1 Consultation
  - 2.1.1 The Cabot Learning Federation (CLF) sets out admission arrangements annually. Where changes are proposed to admission arrangements, the federation will first publicly consult on those arrangements. If no changes are made to admission arrangements, the Academy admissions policy will be consulted on at least once every 7 years.
  - 2.1.2 For admission arrangements for entry in September 2019 and all subsequent years, consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before those arrangements are to apply. An illustration of these timeframes is contained in Table 1 below.
  - 2.1.3 As their own admission authority, CLF academies are not required to consult on their Published Admission Number (PAN) where they propose either to increase or keep the same PAN; however where a PAN is increased the Academy will notify the LA and publish details on the Academy website.
  - 2.1.4 When consultation is required, the CLF will consult the following parties on the proposed admission arrangements:
  - 2.1.5
    - a. Parents/carers of children between the ages of 2 – 18;
    - b. Bristol LA;
    - c. The Admission Forum for Bristol LA (where this exists);

- d. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Bristol LA;
- e. Any other governing body/Academy Council for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation;
- f. Affected admission authorities in neighbouring local authority areas.

## 2.2 Determination

2.2.1 Once feedback from the consultation has been considered the CLF must determine the admission arrangements and must notify the Local Authority (LA) of these and publish them on the relevant Academy website.

## 2.3 Offers and Acceptance of Offers

2.3.1 Offers are made and need to be accepted by the dates set out at Table 1 below.

Table 1 Admissions Timetable

\*National Offer Day is on the date specified or the next working day where the specified date is a weekend or bank holiday.

	Admission in September 2018	Admission in September 2019	Admission in September 2020
Consultation period for changes to the Admissions Policy	6 weeks between 1 October 2016 and 31 January 2017	6 weeks between 1 October 2017 and 31 January 2018	6 weeks between 1 October 2018 and 31 January 2019
The CLF must determine admission arrangements by	28 February 2017	28 February 2018	28 February 2019
The CLF must publish the appeals timetable by	28 February 2017	28 February 2018	28 February 2019
The CLF must notify the LA of the arrangements and publish them on the website by	15 March 2017	15 March 2018	15 March 2019
Applications from parents/carers close	Secondary: 31 October 2017 Primary: 15 January 2018	Secondary: 31 October 2018 Primary: 15 January 2019	Secondary 31 October 2019 Primary: 15 January 2020
Offers made to parents/carers on National Offer Day*	Secondary: 1 March 2018 Primary: 16 April 2018	Secondary: 1 March 2019 Primary: 16 April 2019	Secondary: 1 March 2020 Primary: 16 April 2020
Appeals must be made by	20 school days following offer of place	20 school days following offer of place	20 school days following offer of place

## 3 Process of Application

3.1 Applications for places at the Academy will be made in accordance with Bristol Local Authority's co-ordinated admission arrangements, and will be made on the Common

Application Form (CAF) provided and administered by the Local Authority. The CAF can be found by visiting <https://www.bristol.gov.uk/schools-learning-early-years/primary-admissions>. Alternatively, parents/carers can contact the Academy who will provide them with a copy of the form.

#### **4 Published Admissions Number**

- 4.1 Begbrook Primary Academy has a PAN of 90 places in Reception Year (Year R), leading to a total number of 630 places across Years R to 6 when at full capacity.

#### **5 Consideration of Applications**

- 5.1 The Local Authority will consider all application for places. Where fewer than 90 applications are received, the Local Authority will offer places to all those who have applied.

#### **6 Students with Special Educational Needs or Disabilities**

- 6.1 Children with Statements of SEND or an EHC Plan are placed in schools/academies through the arrangements set out in the SEND Code of Practice and not through these admission criteria. All admission authorities are required by Section 324 of the Education Act 1996 to admit to the academy a child with a Statement of SEND or an EHC Plan that names the academy. Academies must admit such children whether they have places or not. Any appeal concerning the statement of the admission is to the independent First-Tier Tribunal (Health, Education and Social Care Chamber). Parents/carers of children with Statements of SEND or an EHC Plan should contact their child's lead professional for any further information.

#### **7 Oversubscription Criteria**

- 7.1 Where the number of applications for admissions is greater than the Published Admission Number (PAN), applications will be considered against the criteria set out below. These are listed in priority order and will be applied to all applications received by the published closing date. Notes/definitions to the oversubscription criteria are set out in Annex A. A map showing the academy's area of Prime Responsibility is included at Annex B

- 1) Children in Public Care and Previously in Public Care
- 2) Local Siblings living within the Academy's Area of Prime Responsibility and who have named the Academy as a preference.
- 3) Geographical considerations – those living within the Academy's Area of Prime Responsibility – those living closest to the Academy will be given priority.
- 4) Geographical considerations – those living outside the Academy's Area of Prime Responsibility – those living closest to the Academy will be given priority.
- 5) Tie breaker – where it is not possible to distinguish between applicants within a particular oversubscription criteria, places will be awarded by random allocation. This process will be supervised by an independent person to the Local Authority and the academy.

## **8 Late Admissions**

- 8.1 Late applications will not be considered until offers have been made to on time applicants and in accordance with the dates set out in the Bristol Local Authority Admission Scheme.

## **9 In Year Admissions**

- 9.1 The Academy is part of the Bristol LA coordinated in year admissions arrangements. This scheme applies to all applications for places in existing year groups from parents/carers resident in Bristol or with a confirmed move to Bristol at the time of the application.
- 9.2 Applications for Academy places from parents/carers resident in, or with a confirmed move to Bristol must be made on the Academy application form available from the following website <https://www.bristol.gov.uk/schools-learning-early-years/in-year-admission> of the Academy. The Academy will consider each application. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents/carers whose application is turned down are entitled to appeal.

## **10 Waiting List**

- 10.1 Where the Academy has been oversubscribed in the normal admissions round and places have been refused to some applicants, a waiting list will be maintained for any vacancies which subsequently occur in the Academy.
- 10.2 The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list.
- 10.3 Any waiting list will be maintained until the end of Term 2 (December term) and then discarded.

## **11 Deferred Entry [primary academies only]**

- 11.1 Depending on their child's date of birth, places may be deferred until the start of term 3 or 5 but not later than the term following the child's fifth birthday and cannot be deferred until the start of the following academic year. Parents should make any request to the school for a deferment once they have received an offer of a school place. The school place will be held for that child and will not be available to be offered to another child.
- 11.2 If parents wish to defer their child's admission and the term following their fifth birthday would be September 2020, parents will need to notify the school, where a place has been offered, of their intentions to do so. Parents will need to put this in writing to the school and their child's place at the school will be withdrawn and may be offered to another child. It is then the parent's responsibility to apply for a school place in year 1, with their chronological cohort.
- 11.3 Parents should be aware that a school might become full in the Reception age group with pupils whose parent applies for a place during the 2019-20 school year. There may be no places

available in a preferred school for those who defer their child's admission until Year 1. These parents will need to apply for a Year 1 school place for their child at the relevant time.

## **12 Admissions of children outside their normal chronological year group (delayed or accelerated entry)**

12.1 Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not the chronological age year group, will be considered. The admissions authority for the school will make the final decision.

12.2 In addition, parents of summer born children (born on or between 1 April and 31 August) can request to admit their child into the Reception year, one year after they would normally enter the school. The admissions authority for the school will make the final decision.

12.3 Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. This will include taking account:

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

12.4 The admissions authority must also take into account the views of the head teacher.

12.5 Parents will need to write to the school to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed.

12.6 For reception and junior intake applications, it is advised that an on time application is submitted for the correct chronological year group. If the delay/accelerated request is agreed, the on time application can be withdrawn and a new application should be made the following year. If the request is not agreed, and the child stays in their chronological age group, the on time application can still be processed. If a request is not agreed and the child does not have an on time application then a late application would need to be submitted.

12.7 Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the agreed admission cohort. The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **13 Feeder Schools**

13.1 The CLF does not operate a feeder primary academy policy for admissions to a secondary academy and therefore attendance at a federation primary academy does not guarantee a place at a particular federation secondary academy. The exception to this is King's Oak Academy which is an all-through provision.

## 14 Appeals

- 14.1 When an offer of a place is made, the reasons for the decision will be set out, together with details of how the parent/carer can lodge an appeal against the decision by the deadline for doing so. The Academy must establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the Academy is required to admit the child.
- 14.2 The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals.
- 14.3 Parents will normally have 20 school days after notification of a place not being offered to lodge an appeal.
- 14.4 Parents/carers wishing to appeal against an admission appeal should send a completed appeal form to the address detailed on the offer letter. Other documents may be submitted in support of an appeal and should be lodged not less than 5 school days before the appeal hearing.
- 14.5 Parents/carers will be given 10 school days' notice of the appeal hearing, unless they agree to a shorter period of notice.
- 14.6 The decision of the Appeal Panel will be communicated in writing as soon as possible after the hearing has been concluded and within 5 school days. In the case of unsuccessful appeals the Appeal Panel will give the parents/carers their reasons for not upholding the appeal.

## Annex A Notes/definitions to the oversubscription criteria

[The text below is an example of the information that needs to be included. Academies should adopt the definitions as defined by their LA if part of the LA admissions scheme.]

**1. Children in Public Care\*** are those looked after by a local authority within the meaning of Section 22 of the Children Act 1989.

Children Previously in Public Care\* are those who were looked after, but ceased to be so because they were adopted<sup>1</sup> (or became subject to a residence order<sup>2</sup>, Childs Arrangement Order or special guardianship order<sup>3</sup>).

\* Documentation will need to be provided as proof of care status.

1. Under the terms of the Adoption and Children Act 2002
2. Under the terms of the Children Act 1989
3. Section 14A of the Children Act 1989

**2. Local siblings:** Children are defined as local siblings if:

- they live within the Area of Prime Responsibility;

**AND**

- they are full or half brother or sister; **or**
- they are adoptive brother or sister; **or**
- they are children of the same household;

**AND**

- the older sibling is already in attendance at the preferred school and will be in attendance at the time of admission of the younger sibling.

**Please note** that the offer of a place at any particular school does not guarantee an offer of a place for a sibling at a later date. Different authorities will vary in the priority that they give to siblings. You will need to consult the relevant admission authority for further advice, i.e. where an admission authority serves an Area of Prime Responsibility, only children who live within the Area of Prime Responsibility will be afforded priority of admission under the local sibling criterion.

3a. Geographical considerations (for those living within a school's Area of Prime Responsibility): Priority will be given to those children who live within the Area of Prime Responsibility for the school. Where a school also has a First Area of Responsibility, children living in this area will be given the highest priority.

If in any year there are more children living within the Area of Prime Responsibility than the number of places available at the school, priority will be given to those children who live closest to the school. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using Bristol City council computerised mapping system. Distances for in year applications will be measured by the school.

3b. Geographical considerations (for those living outside a school's Area of Prime Responsibility): After places have been allocated from within the Area of Prime Responsibility, any remaining places will be allocated to those children who live closest to the school. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using Bristol City Council computerised mapping system.

4. Tie breaker: Lots will be drawn at the school and will be supervised by a person entirely independent of the school (as per DfE policy).

**Annex B – Map showing the Academy’s Area of Prime Responsibility**

