



2019/20 ADMISSION ARRANGEMENTS

Headley Park Primary School is an academy and part of Cathedral Schools Multi-Academy Trust who is the admission authority.

Headley Park Primary School 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.

Our admissions are managed by Bristol City Council (BCC). All applications and appeals should be made via Bristol City Council Admissions.

Admissions Timeline

Headley Park Primary School will use the following timetable for applications each year (exact dates within the months may vary from year to year).

By early September 2018 – the school will publish on its website information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in July 2018 for admission in September 2019). This will include details of open events for prospective pupils and their parents/carers to visit the school;

September 2018 - the local authority admission application process will open and can be accessed via the following link:

<https://www.bristol.gov.uk/schools-learning-early-years/primary-admissions>

15th January 2019 – closing date for parents/carers to complete the Common Application Form (CAF) via their home LA, which the LA provide and administer;

Offers will be sent to parents/carers on 16th April 2019 (or next working day) by the home local authority;

June 2019 - Appeals will be heard by an independent appeal panel administered by Democratic Services at Bristol City Council on behalf of the school.

Consideration of Applications:

The school will admit any pupils with an Education, Health and Care Plan (EHCP) naming the school.

Priority will then be given to those children who meet the criteria set out below, **in order:**

1. **Looked after children and previously looked after children.**

A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see the definition in Section 22 (1) of the Children Act 1989). Previously looked after children includes children who were adopted under the Adoption and Children's Act 2002 (section 46 adoption orders). Subject to Adoption Order, Child Arrangement Order, or Special Guardianship Order.

2. **Siblings**

Pupils who, on the date of application, and on the date of admission, will have a sibling on roll at Headley Park Primary School. The term "sibling" means a full, half, adopted, step brother or sister, but not cousins or other family members. A sibling must be living **permanently** with the applicant at the same address at the date of their admission to HPPS. The school may require proof of relationship and/or proof of residence.

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 the 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 or 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.

Deferred Entry for Infants

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 fifth 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, in exceptional circumstances parents/carers may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either be agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- Whether the child is 'summer born' (children born from 1 April to 31 August) and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- 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; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

If the request is agreed then the application will be processed as part of the main admission round the following year. The school is unable to give any indication as to the likelihood of being able to offer any place.

Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the school year. This will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria (1 - 3 above). Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added or leaves it.

Appeals

All applicants refused a place have the right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. The school will prepare guidance for parents/carers on how to appeal. Information on the timetable for the appeals process will be published on school website:

Late Reception Applicants

The school defines a "late applicant" as one that arrives after the deadline date for submitting their common application to the local authority (15th January). These applicants will not be included in the first round allocation process for reception places. Late applicants will be included in the second round of allocation if places becomes available.

In Year Applications

Parents/carers, seeking admission, that is not part of the normal admission process are able to make an in year application for the school.

Parents/carers should complete the in year application form available on Bristol City Council website:

<https://www.bristol.gov.uk/schools-learning-early-years/in-year-admission>

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria (1 - 3). Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria (1 - 3). The waiting list will be reordered in accordance with the oversubscription criteria (1 - 3) whenever anyone is added or leaves it.

Each in year application made to the school is only valid for the academic year in which it is made. Parents/carers will be required to make a fresh application for each new academic year.

The school will participate in Bristol City Council's In Year Fair Access Protocol.

Registered Address

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