



**Headley Park  
School**

## **ADMISSION ARRANGEMENTS 2022/23**

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

Headley Park Primary School has a published admission number (PAN) 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.

### **Children with an Education, Health and Care Plan (EHCP).**

The school will admit any pupils with an Education, Health and Care Plan (EHCP) naming the school. The places are reserved and the PAN will be reduced accordingly. Their parents should apply for a place via the service dealing with Special Education Needs in their home local authority and do not need to make an application on the common application form.

### **Consideration of Applications**

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

#### **1. Children in care or children who were previously in care.**

Highest priority will be given to children in care or children who were previously in care at the time the application is submitted and will be allocated places in this category.

- a. To a Local Authority in England and immediately after being in care who became subject to an adoption, child arrangement order, or special guardianship order.
- b. Those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

## **Definition - Children in Care and Children Previously in Care**

a. Children in care are children who are in the care of a local authority or provided with accommodation by that authority under section 22 of the Children Act 1989. [1989 Children's Act](#)

b. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. Applicants can provide evidence demonstrating their child was previously in care to an institution acting as a Local Authority, or an organisation that supports the best interests of the community/child. In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child, confirming that they were looked after immediately prior to that order being made, or such evidence that demonstrates a child was in state care outside of England prior to being adopted.

## **2.Siblings**

Next, pupils who will have a sibling on roll at Headley Park Primary School in the year of entry.

The term "sibling" means a full, half, adopted, step brother or sister, but not cousins or other family members. Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address the admission authority considers to be the address of the child for whom the application is made. 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.

The Admission Authority will not accept more than one address as the child's home address. Where a child regularly lives at more than one address the Admission Authority will have to reach a conclusion about which should be counted as the main address when allocating places, taking relevant evidence into account. Normally this will be the address where the child is registered with a medical GP. Where parents or carers are living separately and do not agree on the child's home address, they are urged to reach an agreement. If this does not happen evidence may be required by providing court documents or other legally binding documentation such a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided, the Admission Authority will determine the address to be used for allocating a school place.

### **Home to school distance**

Home to school distances will be measured in a direct line from a point on the home address as held by the Local Authority, defined in the Local Land and Property Gazetteer, to a defined point within the main school building using the Local Authority's computerised mapping system. This point is also used for the [My neighbourhood search - bristol.gov.uk](https://www.bristol.gov.uk/my-neighbourhood-search) information available on the Bristol City Council website.

### **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 and the distance measured using the point for the [My neighbourhood search - bristol.gov.uk](https://www.bristol.gov.uk/my-neighbourhood-search) information available on the Bristol City Council website.

Where two or more applicants cannot be separated, the offer of a school place will be determined by random allocation; the drawing of lots, and will be overseen by an independent person.

### **Twins/Multiple birth**

However, if children of multiple births (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

### **Children of UK Serving Personnel**

Children of UK service personnel admitted outside the normal admissions round will be admitted as 'excepted' children under Infant Class Size legislation.

### **Deferred Entry for Infants**

Parents/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 31<sup>st</sup> August, 31<sup>st</sup> December and 31<sup>st</sup> 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.

### **Delayed Entry for Infants**

In addition, the parents of a summer born child (April 1<sup>st</sup> - August 31<sup>st</sup>) may choose not to send their child to school until September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. 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 complete the form below to request that the child is admitted to another year group, and the reasons for that request;

[Form to request an out of year group admission](#)

Completed forms should be sent to the Admissions Officer, Cathedral Schools Trust, College Square, Bristol, BS1 5TS or via email to:

[admissions@cathedralschoolstrust.org](mailto:admissions@cathedralschoolstrust.org)

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:

- 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 Trust will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. The Admissions Committee along with the Head Teacher will then decide whether such an out-of-year group place will be agreed or refused. 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. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

### **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 the 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 (15<sup>th</sup> 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 become 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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