



**HEADLEY PARK**  
PRIMARY SCHOOL

## **DRAFT ADMISSION ARRANGEMENTS 2025/26**

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.

Applications for places at Headley Park Primary School will be made in accordance with the local authority's co-ordinated admission procedure. Parents/carers apply via the common application form to their home local authority.

### **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. Looked after children and previously looked after children** Highest priority will be given to looked after children (children in care) or children who were previously looked after (previously in care) at the time the application is submitted and will be allocated places in this category. A 'looked after child' is one who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England.

A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to

the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.”

Applications in this category must be supported by documentary evidence confirming the child’s status. A signed letter from the child’s current or former social worker confirming their status must be provided with your application. For children previously in care, confirmation that the child was in care to the local authority immediately prior to an adoption, child arrangements or special guardianship order being granted. A copy of the order must also be submitted with your application. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted must be provided together with a copy of the adoption order with your application. When assessing the evidence provided, the DfE’s current guidance will be followed.

Where the Virtual School Head at the Local Authority has already verified the child’s status and the Admission Committee is able to confirm this with them, there will be no need for further evidence to be provided to the School.

## **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. Children of staff**

Next, priority will be given to children of staff who are employed by Cathedral Schools Trust (CST) where their main place of work is Headley Park Primary School. This will include all teaching and non-teaching staff who;

- a. have been employed at the School for at least two consecutive years at the time at which the application for admission is made; and/or

- b. were recruited to fill a vacant post at the School for which there is a demonstrable skill shortage.

Notes;

- A School will be the staff member's main place of work if they are based there for at least 50% of their contracted hours each week during term time.
- Children of staff include their natural or adopted children, children placed with the staff member on a long term foster placement, their step-children (i.e. their spouse's children) and the children of their partner who lives with them. In all cases, the child must live at the same permanent address as the staff member.
- A staff member is an employee of CST with a 'continuity of employment' contract who is full time, part time, teaching, leadership or support staff, and who will still be employed by CST in the September the child is admitted.

Parents applying for a place under this criterion should complete and submit the [Staff Supplementary Information Form](#) by 15th January 2025 and submit it to Admissions, Headley Park Primary School, Headley Lane, Headley Park, Bristol, BS13 7QB [office@headleypark.bristol.sch.uk](mailto:office@headleypark.bristol.sch.uk)

Please note that the parent applying on the CAF to the home local authority should also be the member of staff named in the supplementary information form.

### **3. Distance to school**

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 as 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.

### **Tie-breaks**

Where there are more applications than there are places remaining within a particular category, direct line distance from home to school will be used as a tie-break. 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 building to school, the place will be determined by random allocation. This process will be independently verified.

### **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](http://myneighbourhoodsearch.bristol.gov.uk) information available on the Bristol City Council website.

### **Twins/Multiple birth**

However, if children of multiple births (e.g. twins and triplets) are tied for the final place, those siblings will be admitted over PAN as an excepted child under infant class size legislation.

### **UK Service Personnel and Crown Servants**

For UK Service Personnel and other Crown Servants, where possible, places may be allocated in advance of the pupils return to the UK provided the MOD, FCO or GCHQ have provided a letter declaring a return date and residency placement. Places may be offered and reserved up to one term in advance of

the place being required. The address at which the child will live will be used when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address.

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 a delayed reception/out of year group admission](#)

Completed forms should be sent to Admissions, Headley Park Primary School, Headley Lane, Headley Park, Bristol, BS13 7QB

[office@headleypark.bristol.sch.uk](mailto:office@headleypark.bristol.sch.uk)

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 as well as the views of the Head teacher. The Admissions Committee will then decide whether such an out-of-year group place will be agreed or refused on that basis. 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 31 December in the year of entry. 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 - 4 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 Applications**

Applications submitted after the closing date will be considered as 'late' applications and will be dealt with at a later stage when all 'on time' applications have been processed. In very exceptional circumstances e.g. illness of a lone parent, a late application may be considered as on time if the application is made before 28 January 2025, the date the authority exchanges application details with other admission authorities as part of the coordinated admission process.

### **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 via the school website. The following applications will be treated as in-year admissions during 2025/26:

- applications for admission to Reception which are received after 1 September 2025;
- all other applications for admission to Year 1 to 6.

Applications will not normally be considered in advance of the date the place is required, this will be approximately 35 days for those moving house, and 21 days for those not moving house. However, applications for admission in September 2025 can be made from June 2025.

Parents/carers will be notified in writing within 10 school days of the outcome of their in-year application and have a right of appeal to an independent appeal panel if a place is refused. Parents/carers should indicate on the reply form, included with the notification letter, and return it to the school, if they wish their child's name to be placed on the waiting list and/or appeal for a place.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria [1 - 4]. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria [1 - 4]. The waiting list will be reordered in accordance with the oversubscription criteria [1 - 4] 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.

### **Fair Access Protocols**

We participate in Bristol City Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

Children who are allocated to Headley Park Primary School in accordance with Bristol City Council's In-Year Fair Access Protocol, will be given precedence over children on the waiting list.

### **Registered Address**

Head Teacher: Mrs Jessica Swain  
Headley Park Primary School,  
Headley Lane,  
Headley Park,  
Bristol,  
BS13 7QB  
Tel: 0117 903 1511  
Email: [office@headleypark.bristol.sch.uk](mailto:office@headleypark.bristol.sch.uk)



