



## St Mary Redcliffe Primary School Church of England Academy

### Primary Phase Admissions Policy 2023- 2024

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#### Introduction

This document sets out the admission arrangements of St Mary Redcliffe Primary School Church of England Academy.

For the purposes of this policy, the Diocese of Bristol Academies Trust is the admission authority.

#### Ethos Statement

##### *Vision*

The Diocese of Bristol Academies Trust (DBAT) shares the Church of England's Vision for Education 2016, "Deeply Christian, Serving the Common Good", which includes four basic elements wisdom, hope, community and dignity. We aim to deliver values-led education with the very best outcomes for children and young people.

##### *Values*

DBAT cherishes the principle of family. We believe that pupils' needs are collectively met through collaboration, joint purpose and a strong Christian ethos which allows all children and staff to flourish. Christian values are central to all our work; generosity, compassion, courage, forgiveness, friendship, respect, thankfulness, trust, perseverance, justice, service and truthfulness.

#### Introductory Statement

St Mary Redcliffe Primary School Church of England Academy is a 3-11 years Academy with a faith designation and a Christian religious ethos that is both distinctive and inclusive. Distinctive in the sense that all decisions about the nature and purpose of the Academy are taken through the lens of Christian values, inclusive in the sense that all students and staff are equally valued for their uniqueness in the eyes of God and their belonging to the school community.

#### Admission Numbers

The school has a published admission number (PAN) of 60 for entry in year Reception for 2023.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications are received than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at Kingfisher CE Academy to all that have applied on behalf of the school.

#### Application Process

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of **15th January 2023**.  
**Children attending the Nursery at the school must apply for admission into Reception.**  
**There is no automatic place awarded for attendance at the Nursery**
2. The Local Authority will inform parents of the offer of a place on behalf of the Diocese of Bristol Academies Trust on the national offer date **16th April 2023** or the next working day.

3. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

### **Oversubscription Criteria**

#### **1. Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)**

A "Looked After Child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>91</sup> including those 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.

A "Looked After Child" (LAC) is a child 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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.

#### **2. Siblings**

Siblings of pupils attending the school at the time of entry to the school. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

#### **3. Distance from school**

Priority will next be given to children living within the proximity set out below.

Proximity to the school with those living closest to the school having priority calculated by:

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.

The child's home address will be determined by:

DBAT (undertaking Bristol's distance requirements) will not accept more than one address as the child's home address. Where a child regularly lives at more than one address the Local 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 DBAT, in conjunction with Bristol Local Authority will determine the address to be used for allocating a school place.

### *Tie-breaker*

#### **1. Proximity to the school.**

Proximity to the school with those living closest to the school having priority calculated by: 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.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

### **Late applications**

Applications received after the closing date and before the Admission Authority's admission meeting will be placed last in the criteria in which they fall unless the Admission Authority is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time.

Supporting evidence, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time.

In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

### **In-Year admissions**

From time to time a place becomes available further up the school. The allocation of places is in accordance with the oversubscription criteria.

### **Admission of children outside their normal age group**

Parents 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 on their schooling. All such requests will be considered on their merits and either 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, headteacher 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 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. 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 31st December 2023.

This will be maintained by the individual Academy and it will be open to any parent to ask for their 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**. 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 following oversubscription criteria whenever anyone is added to or leaves it.**

1. Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)
2. Siblings
3. Distance from school

### Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Admissions Administrator at [admin.smrp@dbat.org.uk](mailto:admin.smrp@dbat.org.uk) within **20 days** of the date of the letter refusing your child a place at the school for information on how to appeal.

Information on the timetable for the appeals process is on our website at [www.stmaryredcliffprimary.co.uk](http://www.stmaryredcliffprimary.co.uk).



### School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday.

### Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age of 5. However, places cannot be deferred until the next academic year.

### Address definition

The child's home address will be determined by:

DBAT (undertaking Bristol's distance requirements) will not accept more than one address as the child's home address. Where a child regularly lives at more than one address the Local 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 DBAT, in conjunction with Bristol Local Authority will determine the address be used for allocating a school place.

### Enquiries

Should be to the Admissions Administrator at [admin.smrp@dbat.org.uk](mailto:admin.smrp@dbat.org.uk)