



## **TRUST IN LEARNING (ACADEMIES)**

### **ADMISSIONS POLICY AND GUIDANCE 2019-20**



Date Created: February 2017  
 Effective From: September 2019  
 Dated Adopted by the Board: May 2017  
 Review Date: May 2018

| Date     | Page | Change | Purpose of Change |
|----------|------|--------|-------------------|
| May 2017 |      |        | New Policy        |
|          |      |        |                   |

### 1. Introduction

Applications to attend any Trust in Learning (Academies) School are welcomed from all families. Trust in Learning (Academies) is a Multi Academy Trust and therefore its Directors are responsible for their own Admissions Policy and in ensuring that all of its schools arrangements and processes for admitting children are in line with the Admissions Code of Practice (DfE 2014) and the relevant Local Authorities coordinated Admissions Schemes.

### 2. Admission Arrangements

The Planned Admission Number (PAN) for each of our schools is as follows:

| School                       | Year of Entry* | PAN   |
|------------------------------|----------------|---|
| Orchard School Bristol       | 7              | 185   |
| Filton Avenue Primary School | Reception      | 120 (split over two sites)                            |
| Parson Street Primary School | Nursery        | 52 (26 am and 26 pm)                                  |
|                              | Reception      | 60  |
| Bridge Learning Campus       | Nursery        | 78 (two classes and 2.5 days per week for each class) |
|                              | Reception      | 60  |
|                              | 7              | 180 (including those pupils moving up from Year 6)    |

### 3. Admission into Nursery

Where a Nursery provision is in place children will be admitted to the Nursery during the term following their 3<sup>rd</sup> birthday. The exact age of admission however is determined by the availability of places at the school (see table above).

Where applications for admission to Nursery exceed the number of places available, then the admission criteria below will be applied. In the event of over subscription priority will be given to the eldest applicant.

Please note that the parents whose children attend Nursery are not entitled to a guaranteed place in the school's Reception. Each parent must complete a school application form for their child to be considered for Reception in line with the timeline set by the school.

#### 4. Admission into Reception

Trust in Learning (Academies) will admit children in the September following their fourth birthday. Each school offering primary education will provide the opportunity for full time education as well as offering parents and children the chance to defer the date of admission until later in the academic year. Parents can request that their child attends part time until they reach compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year, but not later than the beginning of the final term of the school year.

#### 5. Admission Criteria

Each school within Trust in Learning (Academies) will consider all applications for places that it receives. Where fewer than the published admission number(s) for the relevant year groups are received then all schools will offer places to all those who have applied. Any parental request for the admittance of a child outside their normal age group will be processed as part of the main admissions round, unless this request is made too late for this to be possible.

All children **with a Statement of Special Educational Need or an Education Health and Care Plan** will be admitted. Once we have taken these children into account the schools will apply the following oversubscription criteria in the priority as listed below:

**i. A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order**

- Looked After Children who are in the care of a local authority or provided with accommodation by that local authority in accordance with Section 22 of the Children Act

**II. Siblings**

- The definition of siblings is: children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brother or sister
- The siblings attending the preferred school must be on roll at that school in the year of entry
- **For Bridge Learning Campus only:** *following the application of the above sibling criteria siblings of children at New Fosseway School who are on roll at the year of entry will be then be prioritised. This is because the Campus shares the same site as New Fosseway and works closely with the school*

### III. Geography

- Children living closest to the school as measured in a direct line from the home address to the school – this distance will be measured from the front door of the applicant’s house (and in the case of flats from the front door of the block of flats) to the Headteacher’s office door

## 6. Additional Admissions Information (for all schools)

### Twins, triplets or same-year siblings

Where applications are received from twins, triplets or same year siblings the procedure will be to follow the criteria above.

### Tie breaks

After the oversubscription criteria has been applied, if the distance between two children’s homes to the school is the same then a transparent and open random allocation will be used to allocate a place. This random allocation will be the drawing of lots and will be undertaken by a Director or Member of Trust in Learning (Academies) and supervised by the Company Secretary. The Company Secretary will assign a Member or Director who has no link to that particular school or academy.

### Confirmation of address

The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main ‘carer’ as defined in Section 576 of the Education Act 1996 (documentary evidence may be requested by a school). If a child regularly lives at more than one address then the address where the child tax credit/child benefit is paid will be taken as the child’s home address.

### Late applications

Applications received after the closing date given by the school/local authority will not be considered until all on-time applications have been assessed according to the admission criteria above.

### In-year admissions

Each school within Trust in Learning (Academies) will consider all such applications and if the year group applied for has a place available, a place will be offered within the terms of the national Admissions Code. If a place is not available then the parent/carers can ask for his or her child’s name to be added to the waiting list, as described in below.

Where an individual school feels unable to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to the local authority under the Fair Access Protocol (secondary providers/schools).

### Operation of Waiting Lists

- Where in any year a school receives more applications for places than there are places available, a waiting list will be maintained by each school until the end of the academic year. Any parent will be able to ask for his or her child’s name to be placed on the schools waiting list, following an unsuccessful application.

- ii. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in Section 3. Where places become vacant they will be allocated to children on the waiting list in accordance with these criteria.
- iii. Children who are the subject of a direction by the Secretary of State to admit, or be allocated to one of the Trust's schools in accordance with the Local Authorities in-year Fair Access Protocol (for secondary students), will be given precedence over children on the waiting list.

### Right of Appeal

There will be a right of appeal to an Independent Appeals Panel for children refused admission to any of the schools within Trust in Learning (Academies). The Appeal Panel will normally be composed of three or five members who will include:

- i. At least one person who will have no previous experience of the school that has turned down the application – defined as 'lay' member;
- ii. At least one person who has some current or previous experience of education

Parents wishing to appeal should obtain an appeal form from the particular school (see appendix). The form should be sent to the **Clerk to the Appeal Panel, Trust in Learning (Academies), Trust House, Teyfant Road, Bristol, BS13 0RG**, within 14 days of the date of the letter confirming the school's decision not to offer a place. Other documents may be submitted in support of an appeal and should be lodged with Trust in Learning (Academies) not less than seven days before the appeal hearing.

Parents will be given 10 days' notice of the appeal hearing, unless they agree to a shorter period of notice.

At least seven days before the hearing the school, via Trust in Learning (Academies), will provide the parent with a written statement detailing the reasons why it has not been possible to admit their child. The Appeal Panel will have discretion to refuse to admit late evidence.

The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision on the day of the hearing. In the case of the appeal hearings taking more than one day the Clerk to the Appeal Panel will inform parents of the decision in writing as soon as possible after all the hearings have taken place and certainly within five days of the decision wherever possible.

Should an appeal be unsuccessful, the Appeal Panel will give the parents their reasons for not upholding the appeal. Trust in Learning (Academies) will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.