

St Ursula's E-ACT Academy

Admissions Policy

Department Owner	Operations (National)
Section Owner	Education
Approver	Education & Personnel Committee
Date Approved	Sept 2018
Review Date	Sept 2020
Status	The Headteacher is responsible for ensuring that all academy specific information is completed (as highlighted).

PROCEDURES FOR ADMITTING STUDENTS TO THE ACADEMY

Admission numbers

The academy has the following agreed admission number:

90 pupils to each year group (3 classes of 30 pupils)

Arrangements for applications for places at Academy will be made in accordance with the Bristol City Council's (the LA's) co-ordinated admission arrangements and can be made online or on the LA's Common Application Form. Applicants from outside Bristol will need to use their 'home' LA application process.

The Academy will use the LA's timetable for applications.

OVER-SUBSCRIPTION CRITERIA

Where there are more applications than places available at the Academy, after the admission of children with an EHCP (Educational Health Care Plan) that names the Academy, allocations will be made in the following order of priority as set out in sections 1- 4 below

1. Looked after Children

Looked after children are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.

2. Siblings

Where there are siblings in attendance at the Academy and who will still be on roll in the year of entry.

Sibling refers to brother or sister, half brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

3. Geography

Children living closest to the school as measured in a direct line from the home address to the school. 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). If 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. 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 school building using the Local Authority's computerised mapping system.

This criterion will also be used as a tie-break in criterion 2 if the school is oversubscribed within this criterion except in the case of looked after children. In criteria 2, and 3, 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 the building to the school; the available place(s) will be allocated by drawing lots. Any offer of a place determined by random allocation will be overseen by someone independent of the school.

OPERATION OF WAITING LISTS

The Academy will operate a waiting list for each year group. Where, in any year, the St Ursula's E-ACT Academy Bristol receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the start of the school year. Any parent can ask for his or her child's name to be placed on the waiting list.

An applicant'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 students on the waiting list in accordance with the oversubscription criteria.

In- year applications

Students making in year applications to the academy will be admitted in line with the Academy's admissions policy above.

Delayed entry

Requests for delayed entry will be reviewed on a case by case basis and parents/carers should refer to the Bristol City Council leaflet "Delayed & Deferred Entry to School - Information for Parents and Carers" for further guidance.

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

ARRANGEMENT FOR APPEALS PANELS

Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the Academy. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The decision of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. The Academy has prepared guidance for parents about how the appeals process will work and a named contact.