Admissions Policy for school admission during the 2027-28 academic year

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1 Introduction

1.1 Christ Church C of E Primary School welcomes applications for all children. The School policy on Admissions is that we follow the current admissions procedure set out by Bristol City Council, with the one exception that in in addition we will admit pupils who are the child of serving employees of Christ Church School:

- where the member of staff has been employed permanently at the school for two or more years at the time at which the application for admission to the school is made *or*
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

This category would be after the sibling criteria and ahead of the distance criteria

1.2 This policy will be implemented in accordance with the school charter which sets out our character and convictions as a Church of England School.

1.3 The school currently accepts 60 pupils in Reception and for years 1 to 6 as outlined below.

1.4 The maximum class sizes within the school are as follows. Reception intake of 60 is split between two classes of 30 children. In Key Stage 1 the maximum and legal limit is 30 pupils to a class. In Key Stage 2 the school seeks to manage the maximum class size to 30 pupils or below.

1.5 If after the application deadline in January, BCC advise the school that the admissions for the year look to be not much above a single class of entry (30 pupils), the school will make the decision in April with BCC before offers are made, whether to cap for one year the admissions at a single form of entry.

1.6 Special Educational Needs Children with an Educational Health Care Plan (EHCP) follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements. Children with the Academy named in their Statement or EHCP will be admitted. Other children without an EHCP which names the Academy will be subject to the general admission arrangements.

1.7 Parents/Carers have a right of appeal to an independent panel against any decision made by the Governors regarding the admission of their child. Information about the appeal procedure will be provided when an application for a place at Christ Church School has been refused by the Governing Body.

2 Admissions Procedure – Reception:

Oversubscription criteria

2.1 All applications for places in the forthcoming Reception year at Christ Church C of E Primary School must be made to the Local Authority in which the parent/carer of the child applying to the school lives. The BCC guidance can be found at: https://www.bristol.gov.uk/schools-learning-early-years/school-admissions .

If the applicant lives outside Bristol the application should be made to that Local Authority who will contact Bristol City Council with the details.

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2.2 Where there are more than 60 applications for Reception places the oversubscription criteria set out in the Bristol City Council guidance are used to allocate places. In summary, priority will be given in the following order to:

1. Children Looked After or children who were previously in Looked After but immediately after being in Care became subject to an adoption, child arrangement order or special guardianship order
2. Siblings
3. Children of Staff
4. Geographical proximity

2.3 Christ Church School manages the Reception admissions administration, but the responsibility for places in Reception is with Bristol City Council and therefore all communications and applications for the Reception year are to BCC not the School.

2.4 Delayed entry for summer-born children (a child born between 1st April and 1st August of the relevant year)

- You can either apply as normal for a full-time place for the academic year in which your child will turn 5 years old or
- You can apply for consideration by the School Governors to delay entry of your child to join Reception in the next academic year. This delayed entry option is entirely at the discretion of the School Governors and does not guarantee a place in the next academic year as parents will have to apply in the usual way for a place and be subject to the over subscription criteria applying to that year group.

Please ask the school for details of the process of application for consideration of delayed entry to reception.

3 Admissions Procedure – In year:

Oversubscription criteria

3.1 An in-year admission means admission to a current year group for a child who is already attending school but wishes to change schools due to relocation or a change in circumstances.

3.2 All in year applications for a place at Christ Church C of E Primary School, including places in the current Reception group, can be made to Bristol City Council or directly to the school. An application form can be provided by the school office, either by contacting us by phone on 0117 377 2830 or email on Admissions.ChristChurchP@bristol-schools.uk . Please refer to the school's guidance notes on 'In year' admissions prior to applying, in the appendix below.

3.3 When a vacancy occurs and there are outstanding applications, the Admissions Administrator convenes an Admission Panel at the earliest opportunity, to seek to fill the vacancy.

3.4 The criteria used to make the decision on who is offered the place are the same as those used for the allocation of Reception places set out on the Bristol City Council website referred to above see 2.2.

3.5 When a decision has been reached, and the parent/carer of the pupil has been informed, they have twenty days (weekdays- i.e. 4 calendar term time weeks) in which to take up the offer of the place and start at school, or, if more suitable, a start date of the beginning of the following term will be offered, with a date by which the parent/ carer must return a signed letter that they will take up the place. If the response has not been received and the child has not started at the school within the offered timescale, the place will be re-offered to the next child on the waiting list.

3.6 Should you be moving into the local area, we are happy to place your child's name on our waiting list pending your move, but will be unable to confirm a place prior to your move to the area and then it will be subject to sight of proof of your local address.

3.7 If we have been unable to place your child in the year for which you made the original application, we will contact you by email (during April/May) to ensure that you still wish your child's name to remain on our waiting list for the next year up. Failure to reply will be taken as confirmation that you no longer wish your child to remain on the list. During the school year, should you decide that you no longer require a place for your child, please inform us at your earliest convenience.

3.8 Deferred Entry within year:

- Christ Church School will provide for the admission of all children in the September following their fourth birthday subject to the Admissions Policy. Where a child is offered a place at the School then the child is entitled to a full-time place in the September following their fourth birthday;
- The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (i.e. the beginning of the term after their 5th birthday) and not beyond the beginning of the final term of the school year for which it was made; and
- Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
- We ask that if you wish to defer the start of your child's time at the School, having been offered a place, that you contact us to arrange a meeting to discuss the details and timings of this;
- We will also ask that you confirm your final decision on timing of entry, following this meeting in writing to the School.

4 Waiting Lists

4.1 When a place at Christ Church School cannot be offered, parents/carers can request that their child's name is placed on a waiting list held on behalf of Christ Church School by Bristol City Council. The child's name will be retained on the waiting list until the end of the academic year of the application after which time a new application should be made for inclusion in the next year's waiting list.

4.2 Children Looked After and previously Children Looked After will automatically be at the top of any waiting list. If a place becomes available at the School, the place will be offered in accordance with the published oversubscription criteria and not the length of time a child's name has been on a waiting list.

4.3 Names will be removed from the list on request, or if the offer of a place is not accepted within 10 days of the date of the offer. Positions on waiting lists may change due to new applications received and in line with the over subscription criteria. Placing a child's name on a waiting list does not affect the parents' right of appeal against an unsuccessful application.

5 Definitions:

5.1 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 central point within the main school building using the Local Authority's computerised mapping system.

5.2 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 LA 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 and where the child is registered with a doctor.

5.3 **Sibling** refers to children who live permanently in the same household AND who are brother or sister, half brother or sister, step brother or sister, adopted brother or sister or a child of the parent or carer's partner where the child for whom a place is being sought is living in the same family unit at the same address. Pupils will not be considered as a sibling link where children are in pre-school, in a nursery class attached to the school or children who have left the school in the year of entry. For example, children applying for a Reception place where the older sibling is in Year 6 and will no longer be in primary education for the following September.

5.4 **Tie-breaks** - where there are more applications than there are places remaining within a particular category, the direct line distance from home to school will be used as a tie-break. When the furthest distance to qualify for a place relates to a household containing two or more children for whom application are made (e.g. twins), the place will be offered to one child unless the admission authority agrees to admit the subsequent child(ren) as an excepted child under infant class size legislation.

The remaining child(ren) will be considered under the sibling criterion if further places become available. 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 available place(s) will be allocated by drawing lots. Any offer of a place determined by random allocation will be overseen by a party independent from the Academy.

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APPENDIX 1 Guidance Notes to In Year Admissions

At Christ Church School, we aim to compile classes considering a balance of gender, range of educational, social and personal needs. If your reasons for considering a place for your child at our school fall outside of a normal request for an 'in year' admission (as outlined in 2.2 of our policy), please consider carefully the information below and ensure that you have taken the relevant action

- **Dissatisfaction:** Discuss your concerns with the current Headteacher as it may not be in your child's best interests to change school.
- **Behaviour issues:** Some parents/carers want to change schools because they think their child's behaviour will improve with a change of school. It is more important for everybody to work together in trying to address and resolve the difficulties that are causing the poor behaviour. Talk to the teachers who teach your child, to find out if she/he is worried about certain subjects.
- **Unresolved issues:** Talk to your child's teachers, tutor or Headteacher to make sure they are aware of the situation.
- **Bullying**: You may feel a change of school is necessary because your child is being bullied. All schools have anti-bullying policies, and, as such, if you think your child is being bullied you need to tell the school immediately. Moving school without confronting the problem may help in the short term but in the long run it may not help your child.
- Make an appointment to speak to the Headteacher to discuss any concerns.
- To avoid exclusion talk to your child's teacher, head of year or Headteacher.
- Check if your child has a 'Pastoral Support Plan' or has been identified as having SEN (see below).
- **Special Educational Needs:** Talk to the teacher in charge of Special Needs (SENCO) at the school.
- Contact the school Education Welfare Officer (EWO) for advice.

If you wish to transfer your child to the same age group in another local school (for reasons other than moving to an address outside the normal area), parents must first discuss the transfer with the head teacher of the child's current school.

If you do decide to make a formal application for transfer, please ensure that all the details on the application form are completed.

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