



BRISTOL CITY COUNCIL

Coordinated scheme for in year admissions 2023/2024

1. Coordinated scheme

- 1.1 This document outlines the procedures for applying and the allocation of places for children starting in existing year groups for the 2023 2024 school year.

2. Participants in scheme

- 2.1 This scheme will apply to all applications for places in existing year groups at schools participating in the scheme from parents/carers resident in Bristol or with a confirmed move to Bristol at the time of the application. Separate co-ordinated schemes deal with applications for new intakes.
- 2.2 All community and schools will participate in the scheme together with those schools that are their own admission authority that have adopted the scheme. A list of those schools dealing with their own in-year applications is attached as Appendix A.

3. Applications

- 3.1 Applications for school places from parents and carers resident in or with a confirmed move to the Bristol must be made on the common application form.
- 3.2 Applications can be made online or a hard copy of the common application form is available from the School Admissions Team. The application form may be used to express preferences for schools in Bristol, including academies, foundation schools and voluntary aided (VA) schools and that have chosen to participate in the scheme. Applications for places in existing year groups at schools not participating in the scheme should be made directly to the school. A list of those schools dealing with their own in-year applications is attached as appendix A. The common application form cannot be used to express a preference for an independent school.
- 2.1 Parents and carers may name up to 3 preference schools in rank order on the common application form. Only 3 preferences can be considered at any one time. Where more than one application is received, the most recent will be considered as current and any previous applications withdrawn.
- 2.3 Completed common application forms should be returned the School

Admissions Team, Bristol City Council.

- 2.4 Some academies, foundation and voluntary aided schools may also require the completion of a supplementary application form in order to apply their oversubscription criteria. Supplementary application forms will be available from the relevant school. The supplementary form is not regarded as an application in itself. Applications will only be considered if a common application form has been completed.
- 2.5 Applications for places at schools in Bristol made by parents and carers residing outside Bristol will be made on the Bristol common application form for schools participating in the scheme. Applications for schools shown on appendix A should be made direct to the school.
- 2.6 Where an applicant is moving into the area, the LA will not normally proceed with an application for a school place until the move has been confirmed. Examples of evidence required would be proof of exchange of contracts from a solicitor, a rental agreement, or a letter from an employer or service person's Commanding Officer, confirming details of relocation.
- 2.7 Applications on behalf of children currently living outside the UK will not normally be considered until the children are resident in the country. Exceptions to this might be instances where the children are of parents returning from foreign postings, such as service personnel, Crown Servants and diplomats.

3. Consideration of applications and the process of allocation

- 3.1 For any applications processed by Bristol City Council, either through Trading with Schools or a Community or Controlled primary school (where Bristol City Council is the admission authority) all 1st, 2nd or 3rd preferences will initially be considered equally regardless of ranking. The ranking will subsequently be used to ensure each child receives a single offer that is for the highest ranked preference school for which they qualify for a place. Some own admission authority schools deal with their own applications. All correspondence will be between the admission authority and the parent or carer.
- 3.2 Bristol will consider the initial outcome of each preference application. The highest ranked preference for which the child qualifies for a place will be determined and a single offer of a school place will be made by Bristol. Where a child qualifies for more than one school place only the highest preference school will be offered.
- 3.3 Schools that are their own admission authority in Bristol will notify School Admissions of the outcome of any application.

- 3.4 Children with Education, Health and Care Plan (EHCP) follow the arrangements set out in the SEND Code of Practice and associated regulations and will not be dealt with under this scheme.

4. Offers of a school place

- 4.1 Bristol will notify the parent and carer of the outcome of their application by letter, sent by second class post, within 10 school days.
- 4.2 Where a child resident in Bristol does not qualify for a place at any of the preferred schools, the Local Authority will determine an alternative school place to offer. All parents and carers refused a place for their child at any preferred school will be informed of their other options at that stage, including their right of appeal.
- 4.3 Where a place cannot be offered under the usual admission arrangements and the child's circumstances meet the Bristol Fair Access Protocol a suitable school place may be identified by either the Fair Access Panel or the Area Fair Access Panel. Pupils considered 'Hard to Place' and allocated a school place in accordance with the Fair Access Protocol may be allocated a place over and above a school's admission number in the relevant year group. This is to ensure that all schools admit a more even share of pupils considered 'Hard to Place'. The Fair Access Protocol does not override the rights of parents and carers to express a preference for the school they would like their child to attend.
- 4.4 Pupils placed in a school as a result of a successful negotiated transfer will be placed on the receiving school's roll over and above the admission number as part of the Fair Access Protocol
- 4.5 The Local Authority has a duty to find a suitable placement for a Child in Care or previously in care within a maximum time limit of twenty school days. In certain circumstances, a Child in Care or previously in care may be admitted to a school even though the school is fully subscribed in the relevant year group. This decision will be made by the relevant admissions authority having regard to the individual circumstances of the case.
- 4.6 Where the last place offered is to a child of multiple births (e.g. twins, triplet etc) the remaining child will also be offered a place above the PAN, if necessary. This would also apply to a brother or sister born in the same academic year.
- 4.7 An admission authority may decide to offer a place for a Traveller child even though the school is fully subscribed in the relevant year group if the child is not expected to be in the area for any length of time and there are no other places available in the vicinity of the child's temporary address. This decision will be made by the relevant admissions authority having regard to the individual circumstances of the case.

- 4.8 Where a child has been permanently excluded from two or more schools, parents can still express a preference for a school place but the requirement to comply is removed for a period of two years from the date on which the second exclusion took place.
- 4.9 In very exceptional circumstances, an offer a place to a particularly challenging child will not be made where there are places available but a school has a particularly high concentration of pupils with challenging behaviour or previously excluded children, or the child is particularly challenging and one or more of the following exceptional circumstances exists, namely that the school
- a) Has been judged as 'inadequate' by Ofsted or has recently come out of this category (within the last two years);
 - b) has been identified by Ofsted as requiring improvement and therefore given 'notice to improve';
 - c) is subject to a formal warning notice by the LA;
 - d) is a Fresh Start school or Academy open for less than two years; or
 - e) is a secondary school where fewer than 20% of children are achieving 5 or more GCSEs at grades 9 to 4 including English and mathematics, or a primary school where fewer than 55% of pupils achieve level 4 or above at Key Stage 2 in both English and mathematics for four or more consecutive years.

In these circumstances, the parent will be notified of the decision to refuse a place by the LA and will be offered an alternative school place.

- 4.10 All places offered must be taken up and the child placed on the school roll within 28 school days.

5. Waiting lists

- 5.1 Where a place at a preferred school cannot be offered, parents and carers can request that their child's name is placed on a waiting list for places at the relevant school(s).
- 5.2 All admission authorities will maintain a waiting list. For the Local Authority, if a place cannot be offered at the preferred school the child will automatically be placed on the schools waiting list from the date stated in the letter (email) for 10 days. If no response is received within 10 school days the child will be removed from the school's waiting list.
- 5.3 The waiting list will be held in priority order in accordance with the oversubscription criteria of the relevant admission authority. Places that become available will be offered in accordance with these criteria and not based on the length of time a child's name has been on the waiting list.

- 5.4 Waiting lists will be discarded at the end of the academic year. If a parent or carer wishes their child's name to be placed on the waiting list in the following academic year they must make a new application
- 5.5 Schools that are their own admission authority will provide the Local Authority with details of the availability of places and details of waiting lists upon request. To place child on the waiting list for a further academic year a new in-year application form must be completed.
- 5.6 Schools that are their own admission authority may wish to delegate responsibility for maintaining waiting lists to the Local Authority. The legal responsibilities of the admissions authority will remain with the Governing Body.

6. General information

- 6.1 The Local Authority reserves the right to require documentary evidence before accepting that information given in an application is genuine. The Local Authority may consult with schools, other council departments, other admission authorities and the health authority or may ask parents to provide evidence.
- 6.2 The terms parent and carer includes all those people who have parental responsibility for a child who fall under the definition of "parent" as set out in Section 576 of the Education Act 1996.
- 6.3 The child's home address is the permanent 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).
- 6.4 The LA reserves the right to withdraw an offer of place in certain limited circumstances. Examples include:
- Where a parent or carer has given fraudulent or intentionally misleading information such as a false address.
 - Where the parent or carer has not responded to an offer within the deadline set by the LA.
 - Where the offer was made as a result of an administrative error.
 - Where a higher preference offer can be made.



Appendix A

List of schools for whom Bristol City Council school accept in year*

Bristol City Council does not process in year applications for all Bristol schools. If a Bristol school does not appear on this list you will need to apply directly to the school. If you would like to apply for schools outside the Bristol City Council area you should contact the local authority where the school is located.

Primary, Infant and Junior Schools (Age 4 to 11)

- Air Balloon Hill Primary
- Ashley Down Primary
- Ashton Gate Primary
- Avonmouth C of E Primary
- Begbrook Academy
- Bishop Road Primary
- Blaise Primary
- Brentry Primary
- Broomhill Infant
- Broomhill Junior
- Brunel Field Primary
- Cabot Primary
- Cheddar Grove Primary
- Chester Park Infant
- Chester Park Junior
- Cotham Gardens Primary
- Compass Point South St School
- Elmlea Infant School
- Evergreen Academy
- Fair Furlong Primary
- Frome Vale Academy
- Glenfrome Primary
- Hannah More Primary
- Henleaze INFANT ONLY
- Hillcrest Primary
- Holymead Primary
- Horfield C of E Primary

- Knowle Park Primary
- Luckwell Primary
- May Park Primary
- Minerva Academy
- Nova primary
- Sea Mills Primary
- Sefton Park Infant
- Sefton Park Junior
- Shirehampton Primary
- Southville Primary
- St Barnabas C of E Primary
- St George C of E Primary
- St Peter's C of E Primary
- St Werburgh's Primary
- Stoke Park Primary
- Summerhill Academy
- Summerhill Infant
- Two Mile Hill Primary
- Upper Horfield Primary
- Victoria Park Academy
- Westbury-on-Trym C of E Academy
- Westbury Park
- Whitehall Primary
- Willow Park Primary School

Secondary Schools (age 11 to 16)

- Ashton Park School
- Cotham School
- Redland Green

A list of schools that process their own in year admissions

We are unable to process applications for any school on this list. If a Bristol school appears on this list you will need to apply directly to the school. This information may be subject to change.

Primary, Infant and Junior Schools (age 4 to 11)

- Avanti gardens School Bristol
- Ashton Vale Primary
- Badocks Wood E-ACT Academy
- Bannerman Road Academy
- Barton Hill Academy
- Bridge Learning Campus
- Cathedral Primary

- Christ Church C of E Primary
- Easton C of E Academy
- Elmlea JUNIOR ONLY
- Fairlawn Academy
- Filton Avenue Primary
- Fishponds C of E Academy
- Fonthill Academy
- Four Acres Academy
- Greenfield E-ACT Academy
- Hareclive Academy
- Henbury Court Academy
- Holycross Catholic Primary
- Hotwells Primary
- Ilminster Avenue E-Act Academy
- Little Mead Academy
- Merchant's Academy
- Oasis Academy Bank Leaze
- Oasis Academy Connaught
- Oasis Academy Long Cross
- Oasis Academy Marksbury Road
- Oasis Academy New Oak
- Our Lady of the Rosary Catholic Primary
- Parson Street Primary
- Perry Court Primary
- Redfield Educate Together Primary Academy
- SS Peter & Paul Catholic Primary
- St Anne's Infant
- St Bernadette's Catholic Primary
- St Bernard's Catholic Primary
- St Bonaventure's Catholic Primary
- St Joseph's Catholic Primary
- St Mary Redcliffe Academy
- St Nicholas Of Tolentine Catholic Primary
- St Patrick's Catholic Primary
- St Pius X Catholic Primary
- St Teresa's Catholic Primary
- St Ursula's E-Act Academy
- School of Christ the King Catholic Primary
- Stoke Bishop C of E Primary
- The Dolphin School
- The Kingfisher School
- Wansdyke Primary School
- Waycroft Academy
- West Town Lane Academy
- Wicklea Academy

- Woodland Academy

Secondary schools (age 11 to 16)

- Bedminster Down School
- Bridge Learning Campus
- Bristol Brunel Academy
- Bristol Cathedral Choir School
- Bristol Free School
- Bristol Metropolitan Academy
- City Academy
- Montpellier High School
- Fairfield High School
- Henbury School
- Merchants Academy
- Oasis Academy Brislington
- Oasis Academy Brightstowe
- Oasis Academy John Williams
- Orchard School
- St Bede's Catholic College
- St Bernadette Catholic School
- St Mary Redcliffe & Temple C of E VA School
- Trinity Academy



APPLICATION FOR AN IN-YEAR SCHOOL PLACE

Please do not use this form to make a school application if your child has an Education, Health and Care Plan. Please contact the Special Educational Needs Team for guidance on the admissions process for your preferred school. sen@bristol.gov.uk

Date the new school is required:

A. Child/Children's Details

	First Name(s)	Surname/Family Name – as on birth certificate	Date of Birth	Gender M/F
1				
2				
3				

Current Address: _____

Post Code: _____

B. Parent or Carer Details

Title: _____ First Name: _____

Surname/Family Name: _____

Relationship to the Child: _____

If you **do not** have parental responsibility for the child/children, please tick the box

Current Address (if different from child): _____

Post Code: _____

Home phone: _____ **Work phone:** _____

Mobile phone: _____ **Email:** _____

C. House Move

If the Child(ren)/Family are moving house, please give address moving to:

Post Code: _____

Anticipated date of move: __ / __ / _____

(We may require confirmation of this address at a later date)

D. Child/Children's Further Information

Is this child 'looked after'* by a Local Authority? Y N

(*This means children who are in public care. The School Admissions Code has now been amended to include previously looked after children. These are defined as children who were previously in care but immediately after being in care became subject to an adoption order or special guardianship order. The School Admissions Code now gives both categories of children the highest priority.)

If yes, which Local Authority: _____

Name of Social Worker: _____

Contact Telephone Number(s): _____

Email Address: _____

Has your child previously been 'looked after'? Y N

If you tick yes, documentation will be required to support this. Please forward a copy of the Child Arrangements Order, Adoption Order, or Special Guardianship Order; together with a letter from the Local Authority that last 'looked after' the child confirming the child was in care of the Local Authority immediately prior to one of the above orders being granted.

E. Preferred Schools

A list of Bristol Primary and Secondary schools can be found at www.bristol.gov.uk/schooladmissions

If there is a sibling already attending one of the preferred school(s), please give the name and date of birth of this child:

(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)

Name: _____ **Date of Birth:** __ / __ / _____

School: _____

You do not have to express a preference for more than one school, but you may name up to **three** schools if you wish. Please list the preferred school(s) in order of priority.

	PRIMARY, INFANT OR JUNIOR SCHOOLS (AGE 4-11)
Preference 1	
Preference 2	
Preference 3	

	SECONDARY SCHOOLS (AGE 11-16)
Preference 1	
Preference 2	
Preference 3	

Please indicate if you have appealed for a school place at any of the above-named school previously and if so, when:

F. Reasons for Preference (Please note you are not required to give written reasons for your school preference(s))

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THE DATA PROTECTION ACT 2018

Fair Processing Notice (Schedule 1 Section 2 Subsection 1(a) & Section 3)

The Local Authorities hold information on pupils in order to run the education system and in doing so must follow the Data Protection Act 2018. This means, amongst other things that the data held about pupils will only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed.

The Local Authority (LA) uses information collected about pupils to carry out specific functions for which it is legally responsible, such as the assessment of any special educational needs the pupil may have, home to school transport, school admissions, pupil welfare, children looked after, exclusions, early years support, etc. Information collected on pupils may also be exchanged with other departments in the Council, and other public bodies (for example, the Health Authority) where this is required for statutory purposes or is deemed to be of benefit to the pupil. The LA also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

Information on individuals held on computer systems may be kept for up to eight years after they have left school.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please write to Bristol City Council, Data Protection Officer, City Hall, College Green, Bristol BS1 5TR. A fee is charged for this service.

F. Signature

I certify that the above information is true and accurate _____

Date: __ / __ / _____

NOTE: Please ensure that all above sections of this form are fully completed to enable us to proceed with your school application.

Please return your form to:
School Admissions – City Hall
Bristol City Council, PO Box 3176
Bristol
BS3 9FS

If you have any queries you wish to discuss before writing to School Admissions, please ring Bristol (0117) 903 7694 or e-mail: school.admissions@bristol.gov.uk