

## **Admissions Policy for 2024/25**

---



**BEDMINSTER  
DOWN SCHOOL**

**BEDMINSTER DOWN SCHOOL**  
**ADMISSION POLICY**  
**FOR ENTRY IN SEPTEMBER 2024**

**1. General**

- 1.1 Bedminster Down School is a mixed comprehensive academy. The Admission Authority for the School is its Governing Body.
- 1.2 The School's main principle for admission is to maintain its character as a comprehensive school, providing for the needs of pupils in South Bristol.
- 1.3 The Governing Body of the School is committed to ensuring that the admissions to the school reflect the full range of ability, and welcomes applications for the admission of children with special educational needs and disabilities.

**2 Published Admission Number (PAN)**

- 2.1 The Published Admission Number (PAN) for Year 7 school is **216**.

**3 Coordination of Admission to Year 7**

- 3.1 Admission in the normal admission round to Year 7 in September will be coordinated through City of Bristol's Co-ordinated Scheme and timetable. Applications should, however, be submitted using the Common Application Form (CAF) to the Local Authority responsible for the child's residential home address.

**4. Children with an EHC Plan (previously known as a Statement of Special Educational Needs)**

- 4.1 Children with an Education Health and Care Plan (EHC Plan) (previously known as a Statement of Educational Needs (SEN)) are admitted to Bedminster Down School under separate statutory procedures, rather than under this policy. They will be allocated places in Year 7 before all other applications are considered, thereby reducing the available places within the PAN.

## **5. Oversubscription Criteria**

- 5.1 Where the School receives more applications than there are places available by the submission date, places will be allocated (without reference to first preferences) in the following order of priority:

**(a) Looked After Children/Children in Care and Previously Looked After Children**

A 'looked after child/child in care' 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 its social services functions.

A 'previously looked after child' is a child who was looked after, but ceased to be so because they became subject to an adoption, child arrangements or special guardianship order.

**Children previously in care outside England**

Children who appear to the School to have been in state care outside England, and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

**(b) Children who attend Cheddar Grove Primary School, Wansdyke Primary or Four Acres Primary Schools (Named Feeder Schools)**

Children who are on the roll in Year 6 at Cheddar Grove Primary School, Bristol, Wansdyke Primary School or Four Acres Primary School Bristol (all named feeder schools) in the year of application.

**(c) Children who live in the area of first priority for Bedminster Down School, who have a sibling at Bedminster Down School**

Children whose residential home address (as defined below) is in the area of first priority (as defined in the map published on the School's website and on City of Bristol's [website](#)) and who will have a sibling (as defined below) on the roll at Bedminster Down School at the time of their entry to Year 7.

**(d) All other children who live in the area of first priority for Bedminster Down School**

Children whose residential home address (as defined below) is in the area of first priority as defined in the map published on the School's website and on City of Bristol's [website](#).

**(e) Children who live outside the area of first priority for Bedminster Down School, who have a sibling at Bedminster Down School**

Children whose residential home address (as defined below) is outside the area of first priority (as defined in the map published on the School's website and on City of Bristol's [website](#)) and who will have a sibling (as defined below) on the roll at Bedminster Down School at the time of their entry to Year 7.

**(f) All other children**

All children not falling into any of the categories above.

## **6. Definitions**

### **6.1 Parent**

The definition of a 'parent' includes a natural or adoptive parent of the child. It also includes a person who is not a natural or adoptive parent of the child, but who has care of and parental responsibility for the child.

### **6.2 Area of First Priority**

The map showing the boundaries of the area of first priority for Bedminster Down School is published on the School's website alongside this Admission Policy, and on City of Bristol's [website](#).

### **6.3 Sibling**

A 'sibling' is a full or half-blood brother or sister (sharing at least one biological parent), an adopted brother or sister, a foster brother or sister (i.e. a looked after child), a step brother or sister (sharing no biological parents, but who each have one parent who is married to the other's parent), as well as children who are brought together permanently as a family by a same sex civil partnership, or a child of the applicant child's parent's partner and in all cases where the sibling and the applicant child are living at the same residential home address (as defined below) as a family unit.

For the avoidance of doubt, extended family members (e.g. cousins) are not regarded as siblings, even where they live in the same household as the applicant child.

### **6.4 Residential home address**

The child's residential home address is the address at which the child lives and sleeps for more than 50% of their time from Monday to Friday during term time. This will usually be the address at which the child is registered with their GP, dentist and optician, and at which Child Benefit is paid (where eligible).

Business addresses, care of addresses and relative's addresses will not be accepted as the child's residential home address.

Documentary evidence may be required to confirm the child's residential home address.

## **7. Tie breaker**

- 7.1 Where there are more applicants than places remaining within any oversubscription category, places will be allocated by reference to the distance between the child's residential home address (as defined above) and the School, with those living closest receiving highest priority.
- 7.2 The points from which distance will be calculated at the child's residential home address and at the School's site is determined by City of Bristol's geographical mapping software.
- 7.3 Where two or more children live an equal distance from the School, the order in which places are allocated will be determined by the drawing of lots in front of an independent witness.

## **8. Twins, triplets and children of other multiple births, and siblings born separately within the same school year**

- 8.1 Where not all of a set of twins, triplets, children of other multiple births, or siblings born separately within the same school year have achieved a place once the oversubscription criteria set out above have been applied, the remaining children will also be allocated a place even where this means exceeding the PAN.

## **9. Late applications**

- 9.1 The closing date for applications is **31<sup>st</sup> October**.
- 9.2 Late applicants will be dealt with in accordance with the procedure determined by Bristol Local Authority as part of their coordinated scheme. Late applications will usually be processed after the applications received by the closing date have been processed and places allocated, which will significantly reduce the chances of the child achieving a place.

## **8. False or misleading information**

- 8.1 If false or misleading information is provided in order to achieve a place at the School, the offer of a place may be withdrawn. This includes providing a false address.

## **9. Waiting lists**

- 9.1 The School will operate a waiting list from 1<sup>st</sup> September to 31<sup>st</sup> December of the year of entry. If parents do not want their child's name to be included on the waiting list, they should notify the School's Admission Clerk.
- 9.2 A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in this policy, and not by reference to the date on which their name was added.

## **10. In-year admissions**

- 10.1 Applications for admission in-year (or to other year groups) will be dealt with in accordance with criteria set out in this policy.
- 10.2 Parents wishing to apply for admission in-year (or to another year group) should obtain an In-Year Admission Application Form from the School's office, or download it from the School's website, and submit it to the School.

## **11. Request for admission outside normal age group**

- 11.1 Parents have a right to request that their child be admitted to a year group other than their child's normal year group, for any reason.
- 11.2 The Governing Body has discretion, however, as to whether to agree a request for admission outside normal age group. Even where a request is agreed in principle, this does not guarantee an offer of a place. A separate application for admission will need to be made in the normal way, and will be processed along with all other applications received for that year group, with the oversubscription criteria being applied as necessary.

- 11.3 Parents wishing to request admission outside normal year group should write to the Clerk to the Governors at the School's address (or by email to [office@bedminsterdown.com](mailto:office@bedminsterdown.com)). They should clearly set out which year group is their child's normal year group, which year group they are seeking admission to, and the reasons for this (having regard to the factors the Governing Body must take into account - see below). Supporting documentary evidence (for example, from the child's GP, hospital consultant or social worker) should be attached to the request, where relevant.
- 11.4 Paragraphs 2.17 to 2.17B of the School Admissions Code 2014 sets out the factors that the Governing Body must have regard to when considering a request for admission outside normal age group. Parents are strongly advised to have regard to these factors when setting out the reasons for their request, so that these can be taken into consideration by the Governing Body.
- 11.5 The Governing Body will make all decisions on the basis of the circumstances of each case and in the best interests of the child concerned. The School does not have a blanket policy for dealing with these types of requests.
- 11.6 Once the Governing Body has made its decision in principle, it will communicate it in writing to the parents, with clearly stated reasons. Where the request is agreed in principle, parents should attach a copy of the letter confirming this to their subsequent application for admission to the desired year group.
- 11.7 Parents do not have a statutory right of appeal against a decision of the Governing Body to refuse a request to be admitted outside normal age group.
- 12. Parents' statutory right of appeal against the refusal of a place**
- 12.1 Parents who do not achieve an offer of a place for their child have a statutory right of appeal to an independent Admission Appeal Panel against the refusal.
- 12.2 The School Admission Appeals Code 2012 sets out the procedure which will be followed in this respect, and full details on how to appeal and the relevant deadline will be provided in the letter confirming the refusal of a place.
- 12.3 Parents wishing to lodge an appeal should obtain, complete and submit an Appeal Form from the School's office, or download one from the School's website.
- 12.4 The completed Appeal Form stating the grounds of appeal should be sent to the Clerk to the Appeal Panel at the School's address **within 20 school days of the date of the letter confirming the refusal of a place.****
- 12.5 Where an admission appeal is unsuccessful, no further admission appeal can be lodged within the same school year unless, in exceptional circumstances, the School has accepted a second application for the admission of the child because of a significant and material change in the circumstances of the parent, the child or the School, but has still refused the application.