



MONTPELIER HIGH SCHOOL
ADMISSIONS ARRANGEMENTS
2025/2026

Admission Arrangements for Montpelier High School

Montpelier High School is an academy in the Venturers Trust. The admission arrangements have been determined by the governing body by 29 February 2024.

Contents:

- 1. Funding Agreement**
- 2. Admission Arrangements**
 - 2.1 Published Admission Number**
- 3. Process for Application**
 - 3.1 Common Application Form**
 - 3.2 Timetable**
- 4. Consideration of applications**
- 5. Admission Procedures**
- 6. Twins and Children from Multiple Births**
- 7. Applications for children outside of the normal age group**
- 8. Late Applications**
- 9. Notification and Acceptance of Offers**
- 10. Operation of Year 7 Waiting List**
- 11. Appeals**
- 12. In-Year Admissions**

1. Funding Agreement

This document sets out the admission arrangements for Montpelier High School, in accordance with Annex 1 of the Supplemental Funding Agreement between Montpelier High School and the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement. These are subject to any changes approved or required by the Secretary of State.

Arrangements for admission to 11-16 Provision

2. Published Admission Number

- 2.1 For the academic year 2025/2026 Montpelier High School has a published admission number of **140 pupils** for entry into Year 7. Montpelier High School will accordingly admit at least **140 pupils** in the relevant age group each year if sufficient applications are received.
- 2.2 It may admit above its published admission number in-year in accordance with paragraph 1.4 of the Schools Admissions Code.

3. Process for application

3.1 Common Application Form

Applications for places at Montpelier High School will be made in accordance with the Local Authority's Co-ordinated Admissions Scheme and will be made on the Common Application Form (CAF) provided and administered by the applicant's home local authority.

Parent(s)/carer(s) ^(see Footnote 1) need to complete and return the CAF to their home authority by **31 October 2024**. The CAF can be obtained from Bristol City Council.

The Common Application Form is the only **COMPULSORY** form that is required to be completed by those wishing to apply for a place at Montpelier High School.

3.2 Timetable

Montpelier High School will use the following timetable for applications each year (exact dates within the months may vary from year to year).

- a) **By 28 February 2024** – once the governing body has determined the Admission Arrangements for 2025/2026, they will notify the appropriate bodies and publish a copy on the school's website before 15 March 2024. A copy of the full determined

arrangements will be sent to the Local Authority.

- b) **Early September 2024** – Montpelier High School will publish on its website information about the arrangements for admission, including oversubscription criteria, for Year 7 entry in September 2025. This will include details of open events for prospective pupils and their parent(s)/carer(s) to visit the school. Montpelier High School will also provide information to Bristol City Council for inclusion in the composite prospectus, as required.
- c) **September/October 2024 (dates to be confirmed)** - Montpelier High School will hold events for prospective Year 7 parents/carers and applicants to visit the school.
- d) **23:59 31 October 2024** - Deadline for parent(s)/carer(s) to submit the Common Application Form to the Local Authority to administer. Parents/carers must indicate on the Common Application Form if they are applying under the oversubscription criteria for Sibling or Staff.
- e) **Early January 2025** - Montpelier High School sends the list of pupils to be offered places to Bristol City Council.
- f) **February 2025** - Bristol City Council applies the agreed scheme for its own schools, including Montpelier High School, informing other Local Authorities of offers to be made to their residents.
- g) **1 March 2025 (or next working day)** – offers are made to parent(s)/carer(s) by Local Authority.
- h) **May/June 2025 (dates to be confirmed)** – appeals will be heard by an independent Appeal Panel on behalf of Montpelier High School.

4. Consideration of applications

Montpelier High School will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, Montpelier High School will offer places to all those who have applied.

5. Admission Procedures

Montpelier High School will admit pupils with Education, Health and Care Plans where Montpelier High School is named in the Plan and the number of available places under the published admission number for a relevant age group will reduce accordingly.

Procedures where Montpelier High School is oversubscribed:

Where the number of applications for admission is greater than the published admission number of 140, applications will be considered against the criteria as set out in order below:

5.1 a) **LOOKED AFTER CHILDREN / PREVIOUSLY LOOKED AFTER CHILDREN**

Highest priority will be given to 'Looked after Children'.

The definition of this is a 'looked after child' and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A looked after child 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 their social services functions (see the definition in section 22(1) of the Children Act 1989).

All references to previously looked after children mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

b) **SIBLING**

Children who, on the date of admission, will have an older sibling on the roll of Montpelier High School including sixth form.

In order to be considered under the sibling criteria, parent(s)/carer(s) must indicate this on the Common Application Form by the deadline of 31 October 2024.

The term "sibling" is defined as a sister or brother, but not cousins or other family members, under one of the following categories, and who will be living permanently with them at the same address at the date of their entry to the school.

Categories of Sibling

- (i) Full
- (ii) Half
- (iii) Step
- (iv) Adopted

This includes the child of the parent's partner, if they live as one family unit at the same address, as well as children who are brought together permanently as a family by a same sex civil partnership.

After places have been allocated, the parent(s)/carer(s) may be required to supply proof of the sibling relationship by providing documentary evidence which might include birth date, adoption certificate, relevant court order, Home Office documents, proof of abode. In certain circumstances, Montpelier High School may reasonably require further evidence.

c) **STAFF**

Children who have a parent/carer who is a member of staff at Montpelier High School who has been employed for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

In order to be considered under the staff criteria, parent(s)/carer(s) must indicate this on the Common Application Form by the deadline of 31 October 2024.

d) **RANDOM ALLOCATION**

Places will be allocated by Random Allocation. This process will be independently verified by a person not connected with Montpelier High School or Venturers Trust.

- (i) 75% of these places will be offered to an inner catchment area which will include all addresses in post codes BS1 – BS16
- (ii) 25% of these places will be offered to an outer catchment area which will include all addresses in post codes BS17 to BS49, BA1 to BA3, GL9, GL12, GL13, SN14

e) **REMAINING PLACES**

Where places are still available, these will again be allocated by random allocation to those applicants living outside the above area, detailed in 5.1 d).

For families of service personnel with a confirmed posting to the area, or crown services returning from overseas to live in the area, who do not currently live in the area, a Unit postal address or quartering area address will be used as the home address, provided that the application is accompanied by an official letter that declares a relocation date and the address.

5.2 **POST CODES**

The post code is that of the home address of the child which 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, Montpelier High School 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.

6. **Twins and Children from Multiple Births**

Where the parent(s)/carer(s) have made the same preference of school for both twins/female children from multiple births, and one child has been allocated a place through the criteria indicated in 5.1, Montpelier High School will admit other twin/multiple birth siblings. Even though this may raise the intake number above the school's published admission number, the

number will remain unchanged so that no other pupil will be admitted until a place becomes available within the published admission number.

This would also apply to a sibling born in the same academic year.

Parent(s)/carer(s) will be required to supply proof of the sibling relationship by providing documentary evidence which might include birth date, adoption certificate, relevant court order, Home Office documents, proof of abode. In certain circumstances, Montpelier High School may reasonably require further evidence.

7. Applications of Children outside of the normal age group

Students are normally educated in school with others of their age group. However, parents may request that their child is exceptionally admitted to an age group outside of the child's actual age.

Such requests should be sent to Montpelier High School and addressed to the Chair of the Admissions Committee. The request will be discussed with the Headteacher as early as possible in the admissions round if an application for Year 7 and as part of the co-ordinated admissions scheme. For in-year applications the request will be progressed as swiftly as reasonably possible.

The Admissions Authority will decide whether the child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances. Decisions will be made based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Admissions Authority must take into account the views of the Headteacher.

All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time. Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date in the normal way. The request for later admission should accompany the submission of the Common Application Form to home local authority. This enables the application to be processed and a school place secured in the child's actual age group if the request for admission to an age group below the child's actual age is refused. The decision will be made by the Admissions Authority, in consultation with the governing body.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right of appeal does not apply if a place is offered at the school even if it is not in their preferred age group.

8. Late Applications

- 8.1 Late applications are those that are received after the deadline for receipt of the Common Application Form of 31 October 2024. This includes any change of preference, which is received after the submission date even if the original application was an “on time” application.
- 8.2 Late applications will be considered under 5.1 e) Remaining Places only.

9. Notification and Acceptance of Offers

Notification of offers for admission to Year 7 will be sent to parents by their home local authority, on or about 1 March 2025. Written acceptance of the offer of a place must be sent to the local authority to be received by the closing date as stated in the offer letter.

An offer found to have been gained fraudulently will be withdrawn. This may also be the case after the child has started at the school.

10. Operation of Year 7 waiting lists

- 10.1 The waiting list for Year 7 places will be operated by Bristol City Council, under the Coordinated Admission Scheme.
- 10.2 From National Offer Day (1 March 2025, or next working day) until the start of the new academic year in September 2025, the waiting list will be maintained by Bristol City Council.
- It will be open to any parent(s)/carer(s) to ask for the applicant’s name to be placed on the waiting list, following an unsuccessful application for admission.
- 10.3 After the start of the new academic year, Montpelier High School will take over responsibility and operate a waiting list for in-year admissions.
- 10.4 The child’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 5.1 above. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

11. Appeals

Parent(s)/carer(s) have a statutory right to appeal to an independent appeal panel under the School Standards & Framework Act 1998 if their application is unsuccessful. Details are available in the Appeals Procedure available on the website (www.montpschool.org).

12. In-year admissions

12.1 To apply for an in-year place at Montpelier High School, parents should contact the school to obtain an In-Year Application Form, to be completed and returned direct to the school.

12.2 Where there are more applicants than places available, the school will maintain a waiting list. Places will be filled by random allocation in accordance with our oversubscription criteria.

12.2 A formal response to In-Year Application will usually be issued within 10 school days of receipt.

13.2 There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

12.3 Montpelier High School will participate in Bristol City Council's In-Year Fair Access Protocol.

In implementing this policy Montpelier High School will at all times have due regard to its obligations under the Public Sector Equality Duty.

Contact Details:

The Admissions Team
Montpelier High School
Cheltenham Road Bristol
BS6 5RD

Tel: 0117 942 4328 (for Years 7-11)

Footnote 1 – The term 'parent(s)/carer(s)' refers to biological parents, foster carers or guardians with parental responsibility for the applicant