WESTBURY ON TRYM CofE ACADEMY

Striving for Excellence, enriching our Faith, cherishing our Community

ADMISSIONS POLICY 2028-2029

Introduction

Applications to attend Westbury-on-Trym CE Academy are welcomed from all families. The Academy's Admission policy and arrangements comply with the School Admissions Code of Practice and the School admission arrangements and coordinated schemes (bristol.gov.uk)

The school has a Published Admission Number (PAN) of 60 pupils for entry to Reception classes.

Where the Academy is undersubscribed in any year group including reception, places will be admitted following the administrative process described below.

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.

Over-Subscription Criteria for Westbury-on-Trym CE Academy

Where there are more applications than places in all year group including reception, the following criteria will be used in the numerical priority order below, in determining which children are admitted.

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'.

1. i) **Children in Care** or children who were previously in care but immediately after being in Care became subject to an adoption, child arrangement order or special guardianship order. ii) 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.

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

3. **Children of staff**
   Children with a parent who is employed as a member of Westbury on Trym CE Academy staff for two or more years at the time of application, or who was recruited to fill a vacant post for which there is a demonstrable skills shortage. (This does not include staff who work on the school site for other employers).

4. **Distance from the Academy**
   Children living closest to the school as measured in a direct line from the home address to the school.

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 (School Admissions Code Para; 2.15 g). 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 will be determined by drawing lots, overseen by a representative of the Diocese of Bristol Board of Education.

Applications at Other Times of the Year (In-Year Applications)

Parents/ Carers of children wishing to apply for a reception place after the published dates for admission to reception will need to follow the Academy Admissions process which can be found at https://www.bristol.gov.uk/schools-learning-early-years/in-year-admission.

Parents of children wishing to apply for a place in other years than reception should follow the Academy guidance from Bristol City Council (BCC) application process which can be found at https://www.bristol.gov.uk/schools-learning-early-years/in-year-admission.

The Governing Body (acting as The Admissions Authority) will consider the application in line with the Academy Admissions Policy, admitting children when there are places and applying the oversubscription criteria where there are more applications that there are places.

Where the Academy is oversubscribed and a place is not able to be offered the Academy will inform parents of their right to appeal and the appeal process.

Deferred and Delayed entry

Deferred Entry within year

1. Westbury-on-Trym CE Academy 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 Academy then the child is entitled to a full-time place in the September following their fourth birthday;

2. 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

3. 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.

4. We ask that if you wish to defer the start of your child's time at the Academy, having been offered a place (as in points 2 & 3 above), that you contact us to arrange a meeting to discuss the details and timings of this;

5. We will also ask that you confirm your final decision on timing of entry, following this meeting in writing to the Academy.

Delayed entry for summer-born children (A child born between 1st April and 31st August of the relevant year)

A. 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

B. You can apply for consideration by The Academy 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 Academy 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.

Admissions out of normal age group

Parents/Carers may seek a place that is outside of the child's normal age group.

Example of why this request may be made are:

A. Your child is summer born and you would like them to start school in Reception, the September after their 5th birthday.
B. You feel that your child is gifted/talented and would benefit from starting school early or being placed in a different year group.
C. Your child has experienced difficulties e.g. ill health and has missed a considerable amount of education/learning.

Applications for this should be made directly to the school and marked for the attention of the Head Teacher and Admissions committee. Decisions will be made in the best interest of the child, after taking in to consideration all relevant parties views and information (parents views, information about the child's academic, social and emotional development and where relevant, medical history and views of medical practitioner), also whether they are currently being taught out of their normal age group.

When parents are informed of the decision, the admissions authority will clearly state their reasons behind the decision.

Waiting Lists

When a place at Westbury-on-Trym CE Academy cannot be offered, parents/carers can request that their child's name is placed on a waiting list held on behalf of Westbury-on-Trym CE Academy by BCC.

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. Children in Care and previously Children in Care will automatically be at the top of any waiting list. If a place becomes available at the Academy, 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. 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.

Appeals Procedure

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 Westbury-on-Trym CE Academy has been refused by the Governing Body.

Definitions and Explanation

1. Children in care 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. Sibling refers to brother or sister, half siblings, step siblings, foster siblings, adopted siblings, children living permanently in the same household 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 but not cousins or other family members.

3. Bristol will not accept more than one address as the child's home address.
   Where 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, taking relevant evidence into account.
   Normally this will be the address where the child is registered with a medical GP. Where parents or carers are living separately and do not agree on the child's home address, they are urged to reach an agreement.
   If this does not happen evidence may be required by providing court documents or other legally binding documentation such a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided Bristol Local Authority will determine the address be used for allocating a school place.

4. 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 defined point within the main school building using the Local Authority's computerised mapping system.

5. When will my child reach statutory school age?
   Children must be receiving full-time education by the start of the term following their fifth birthday.
   - For children born between 1 September – 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. January)
   - For children born between 1 January – 31 March, they reach compulsory school age on 31 march and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays in either March or April)

- For children born between 1 April – 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September

6. Summer born children are those born between 1st April and 31st August in the relevant year.

Further Advice

Please read this Policy in conjunction with Bristol City Council Admissions Policies which give further information including when the academy has the right to withdraw an offered place (for example, if we discover that an address used during the application process was not the child's main home address as defined in the section headed 'Distance from the Academy' oversubscription criterion 3 above).

Contacts:
School website
www.westburyontrym.academy

School Email
info@westburyontrym.academy

Bristol City Council
school.admissions@bristol.gov.uk

If you would like to receive this document in another format, please can you contact the school; info@westburyontrym.academy

BRISTOL CITY COUNCIL ON LINE APPLICATION FORM

APPLICATION FOR A SCHOOL PLACE –

CURRENT YEAR GROUPS

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

Does your child hold EEA (European Economic Area) Citizenship? **Y** ☐ **N** ☐

If you have ticked the 'No' box, please attach a copy of the date stamped UK entry page in your child's passport.

Is this child in care with a Local Authority? **Y** ☐ **N** ☐

(*This means children who are in public care. The School Admissions Code has now been amended to include previously in care 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 in care? Y N ☐ ☐

If you tick yes, documentation will be required to support this.

For the following questions please give your children's information in the order of 1, 2, and 3 from section A.

	Name of Present/Previous School	If a non-Bristol school please provide the address
1		
2		
3		

Does your child have an EHCP? (Yes/No)

Child 1: Child 2: Child 3:

Has your child had two or more Permanent Exclusions? (Yes/No)

Child 1: Child 2: Child 3:

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 schools, please give the name and date of birth of this child:

(Sibling refers to brother or sister, half sibling, step sibling, Foster sibling, Adopted sibling or children living permanently in the same household. 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 any of the above-named school(s) previously, and if so, when:

_ _

E Reasons for Preference/Grounds for Appeal

Please continue on separate sheet if necessary

THE DATA PROTECTION ACT 1998

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

Local Education Authorities hold information on pupils in order to run the education system, and in doing so must follow the Data Protection Act 1998. 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 Education Authority (LEA) 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 in care, 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 Local Health Authority) where this is required for statutory purposes or is deemed to be of benefit to the pupil. The LEA 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, Room 346, 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 – Romney House

Bristol City Council

PO Box 3176

Bristol

BS3 9FS

REQUESTING A SCHOOL PLACE IN A YEAR GROUP THAT IS FULL

- If you are interested in a place in a year group at Westbury-on-Trym CE Academy which is already full, it is not possible for the school to offer your child a place.

- The request will initially be considered by an Officer from the Authority who will look at a number of factors such as:

  -class sizes at the school

  -how many places there are in the year group

  -how many children are already attending in the year group

  -how many children can be accommodated in the school according to

  Its accommodation capacity

  -how many children are already attending the school

  -whether the school considers that extra children can be accommodated

  -distance from the requested school

  -similar factors for the alternative school which has room in the relevant year group

NB: If your child is in Key Stage One, there is a duty for the Authority to restrict infant class sizes to a maximum of thirty with a single qualified teacher.

- It may then be possible for your child to be offered a place at your preferred school. If this is the case, you will be sent a letter informing you of the offer.
- If your child can still not be offered a place, you will have the right to appeal to an independent appeal panel explaining why you have selected your preferred school. You will receive a letter which includes information about how the appeal will be heard and you are encouraged to attend the hearing to explain your reasons in person. An alternative school will be offered at this stage, which is usually the next nearest to the home address with a place available.
- If the appeal panel considers that your reasons are stronger than the Authority's case for refusing your child a place, the panel can make a place available at your preferred school for your child, unless your appeal is heard on the basis of class size prejudice. The panel is more restricted in class size prejudice appeals, therefore, you would be sent more information about this in our response to your application.
- If the Authority's case is stronger than yours, you will be informed that your appeal has not been upheld.
- If your child has an ECHP, you can still appeal for a place at Westbury-on-Trym CE Academy, however, your appeal is to the Special Educational Needs Tribunal. Your named Case Officer will give you information on how to do this.
- **If you have any queries you wish to discuss before writing to the School Admissions Section, please ring Bristol (0117) 903 7694 or e-mail: school.admissions@bristol.gov.uk**