



Admissions Policy 2017

Status: statutory

Version: 7

December 2015

There are no appendices to this policy.

1) Purpose of the Policy:

- 1.1 The purpose of this policy is to make the admissions process to schools within the Olympus Academy Trust (the Trust) clear and open.
- 1.2 The Directors of the Trust have agreed that the admission arrangements for all its schools will remain in line with the agreed arrangements for South Gloucestershire's maintained non-denominational secondary and primary schools. This Policy should be read in conjunction with the general terms contained in the South Gloucestershire Admission to Primary and Secondary School Booklets.
- 1.3 The Trust adheres to the statutory requirements and the principles expressed in the School Admissions Code (DfE Dec 2014). This includes reference to the South Gloucestershire Fair Access Protocol. The admission arrangements must be confirmed by 28 February each year and published on the schools' websites by 15 March.
- 1.4 Reception admissions: the directors and governors are supported by the South Gloucestershire Local Authority (LA) in allocating places and informing families.
- 1.5 Year 7 admissions: the directors and governors are supported by the South Gloucestershire Local Authority (LA) in allocating places and informing families.
- 1.6 Post 16 admissions: Abbeywood Community School (ACS) and Bradley Stoke Community School (BSCS) are part of the Concorde Partnership. Applications will be considered for admission at the age of 16+ and should be made directly to the Director of Post 16 on the Post 16 application form. Conditional offers based on predicted results and academic potential will be made in March and confirmed or reviewed following GCSE results in August.
 - Academic entry requirements for Level 3 courses are a GCSE grade average of at least C, which would normally be expected to include English Language grade C or above. Some subjects have additional unique entry requirements.
 - Level 2 courses are suitable for applicants who have a GCSE grade average of at least D, and who may need to re-take GCSE English Language and Maths. Applicants will need to discuss the suitability of courses to be studied with a member of the Post 16 team.
 - Students with a GCSE grade average of E or below will be offered suitable courses at Stroud and South Gloucestershire College.

Entry requirements apply to both internal and external applicants and all offers will be designed to provide a suitable programme for each applicant. Please note that entry criteria are subject to discussion with the Concorde Partnership Heads, and may be subject to change.

- 1.7 Planned Admission Numbers (PANs):
- a) Reception:
 - BSCS and Filton Hill each have a PAN of 30. (BSCS opened its primary phase with Reception only in September 2015 and will expand by one year group each year until reaching capacity in September 2021.)
 - Charborough Road has a total PAN of 35 which includes any children allocated to the Resource Base. Up to 20 places across Years R to 6 are set aside for students allocated to the Resource Base by the LA.
 - Meadowbrook and Callicroft each have a PAN of 60.
 - Stoke Lodge has a PAN of 90.
 - b) Year 7: Both BSCS and ACS have a PAN of 180 places, leading to a total number of 900 places at each school across Years 7 to 11. Up to 25 of the 900 places in Years 7 to 11 at ACS are set aside for students allocated to the Resource Base by the LA.
 - c) In September 2022 the number of places available for external allocation in Y7 at BSCS will drop to 150 (with the proviso that the Trust reserves the right to increase this number if there are fewer than 30 students moving up from Y6 to Y7, or to reduce the number if there are more than 30 students moving up from Y6 to Y7 in any year, so that the total number of students starting in Y7 each year is 180.)
 - d) Year 12: Each Post 16 Centre has a PAN of 25 external applicants (in addition to the students who are already attending Y11 at the relevant school and moving up into Y12.)
- 1.8 Infant Class Sizes: Infant classes (those where the majority of children will reach the age of 5, 6, or 7 during the school year) must not contain more than 30 pupils. Additional children may only be admitted under the limited exceptional circumstances listed in the Admissions Code 2014.
- 1.8 Students already on roll at BSCS at the end of Year 6 will be guaranteed continuation into secondary phase and a place in Year 7, should they wish to remain at BSCS (please refer to section 1.7.c above).
- 1.9 The Trust commissions the LA's independent appeals panel which hears appeals from unsuccessful applicants for a place in any year group.

2) The Admission Criteria and Arrangements

- 2.1 Should any school be over-subscribed in Reception or Year 7 (i.e. if there are more applications than places available), initial allocations will be made according to the criteria below. These are listed in order of priority and will be applied to all applications for the school received by the published closing date for applications.
- a) **Children in Public Care or Previously in Public Care** (Please see Note 1 below)
 - b) **Local siblings - those living within the school's Area of Prime Responsibility** (where there is an Area of Prime Responsibility defined) **and who have named the school as a preference** (Please see Note 2 below)
 - c) **Geographical considerations (those living within the school's Area of Prime Responsibility** where there is an Area of Prime Responsibility defined) (Please see

Note 3 below)

d) Geographical considerations (those living outside the school's Area of Prime Responsibility where there is an Area of Prime Responsibility defined) (Please see Note 4 below)

e) Tie Breaker:

Where it does not prove possible to resolve allocations to an over-subscribed school by the application of criteria a) to d), any remaining places will be allocated by drawing lots (Please see Note 5 below)

2.2 Should either school be over-subscribed in Year 12 (i.e. if there are more applicants who meet the academic criteria than places available), initial allocations will be made according to the criteria below. These are listed in order of priority and will be applied to all applications.

a) Children in Public Care or Previously in Public Care (Please see Note 1 below)

b) Geographical considerations (those living within the school's Area of Prime Responsibility) (Please see Note 3 below)

c) Geographical considerations (those living outside the school's Area of Prime Responsibility) (Please see Note 4 below)

d) Tie Breaker:

Where it does not prove possible to resolve allocations to an over-subscribed school by the application of criteria 1-4, any remaining places will be allocated by drawing lots (Please see Note 5 below)

Notes:

1 **Children in Public Care** are those looked after by a Local Authority within the meaning of Section 22 of the Children Act 1989.

Children Previously in Public Care are those who were looked after, but ceased to be so because they were adopted or became subject to a Residence Order or Special Guardianship Order.

2 **Local Siblings:** children are defined as local siblings if:

they are full or half brother or sister; or

they are adoptive brother or sister; or

they are children of the same household; and

they live within the school's defined Area of Prime Responsibility and

they have indicated that school as a preference; and

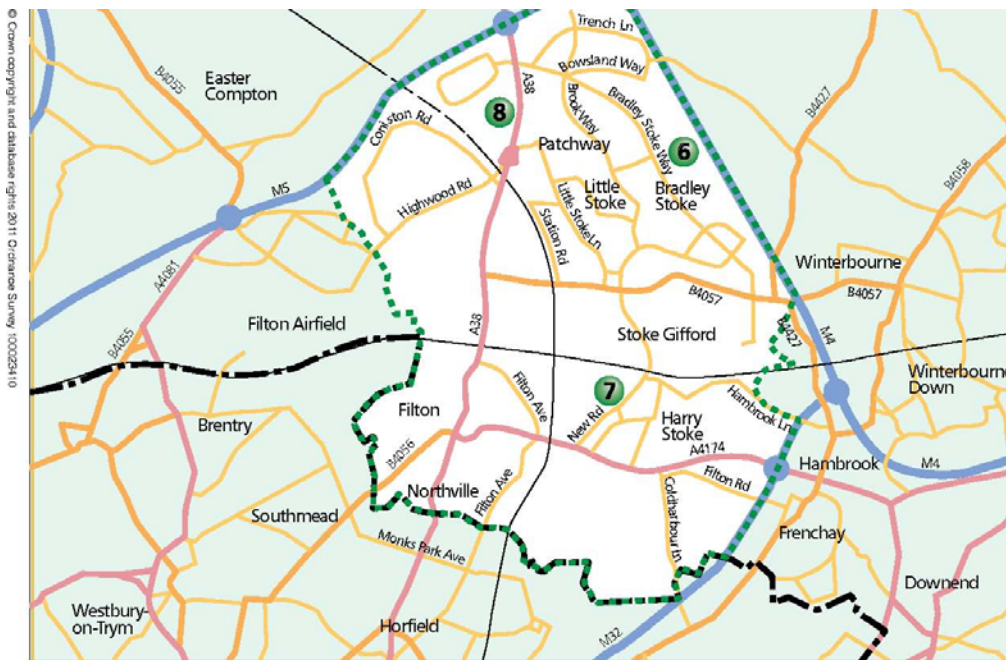
the sibling is already in attendance at the preferred school and will be in attendance (statutory school age only) on the date at which the applicant transfers to an academy within the Trust. The sibling rule does not apply across the Trust, but is specific to each academy.

Please note: to be defined as a 'local sibling' a child must live in the Area of Prime Responsibility for the school. Where there is no Area of Prime Responsibility defined local siblings will be deemed to be those living up to a maximum of two miles from the school as measured in a straight line.

3 **Geographical considerations (for those living within the school's Area of Prime Responsibility):** Priority will be given to those children who live within the Area of

Prime Responsibility for each school. Please see the maps below which set out the Areas of Prime responsibility. More detailed information is available at the schools or from the LA.

If in any year there are more children living within the Area of Prime Responsibility than the number of places available at the school, priority will be given to those children who live closest to the school. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school building using the LA's computerised mapping system.



- 6: Bradley Stoke Community School (OAT)
- 7: Abbeywood Community School (OAT)
- 8: Patchway Community College

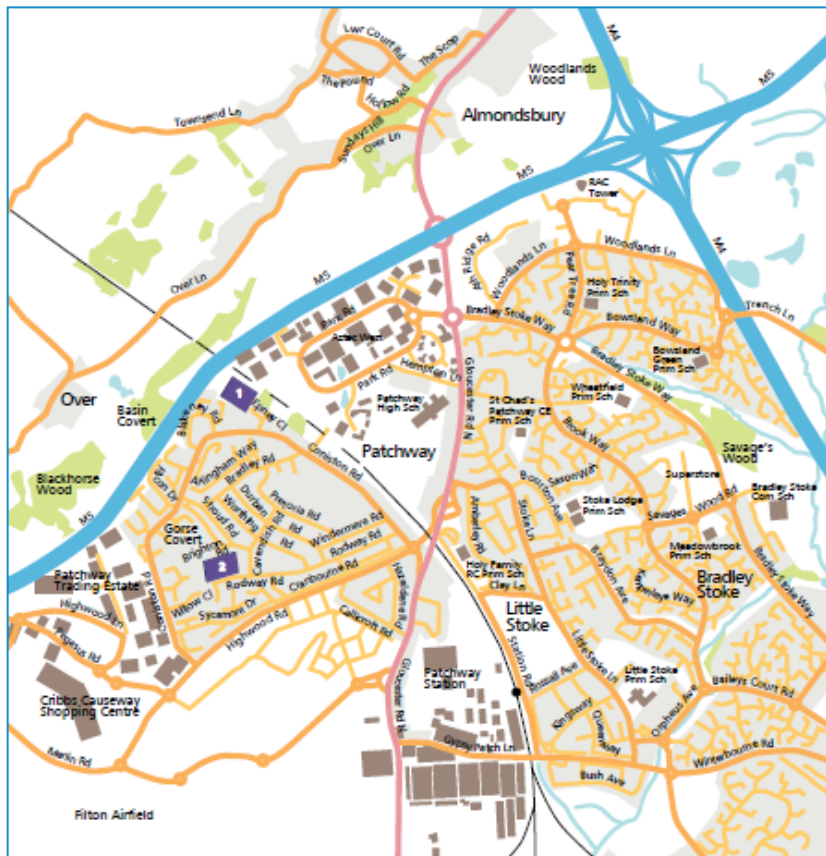
**Filton Primaries Consortium
Area of Prime Responsibility**

- 1. Charborough Road Primary School (OAT)
- 2. Shield Road Primary School
- 3. Filton Hill Primary School (OAT)



**Bradley Stoke/Little Stoke
(no APR in effect)**

1. Holy Family Catholic Primary School
2. St Chad's Patchway CE Primary School
3. **Stoke Lodge Primary School (OAT)**
4. Holy Trinity CE/Methodist Primary School
5. Bowsland Green Primary School
6. Little Stoke Primary School
7. Bailey's Court Primary School
8. St Michael's CE Primary School
9. Wheatfield Primary School
10. St Mary's Catholic Primary School
11. **Meadowbrook Primary School (OAT)**



**Patchway
(No APR in effect)**

1. Coniston Primary School
2. **Callicroft Primary School (OAT)**

- 4 **Geographical considerations (for those living outside the school's Area of Prime Responsibility):** After places have been allocated from within the Area of Prime Responsibility, any remaining places will be allocated to those children who live closest to the school. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school building using the LA's computerised mapping system. All applications will be considered at the same time and the published over-subscription criteria applied.
- 5 **Tie breaker:** Lots will be drawn by an employee of the Trust who is independent of the admissions process.

2.3 **Children with Statements of Special Educational Needs (SEN) or Education, Health and Care Plans (EHCPs).**

Children with Statements are placed in schools through the arrangements set out in the SEN Code of Practice and not through these admission criteria. Each governing body is required by Section 324 of the Education Act 1996 to admit to the school a child with a Statement that names the school whether or not there are places available. Any appeal concerning the Statement or the admission is to the independent First-tier Tribunal (Health, Education and Social Care Chamber). ACS hosts a Resource Base for children with an Education, Health and Care Plan (previously known as Statements of SEN) and who need significant levels of support for their communication. Charborough Road hosts a Resource Base for children who need support with Speech and Language Disorders. Placement in the Resource Base is always decided centrally by South Gloucestershire's Department for Children, Adults and Health.

2.4 **Children of Multiple Births**

Whenever possible, in managing the allocation of places to schools within the Trust, South Gloucestershire Council will endeavour to place children of multiple births in the same school within the places available. Where the last child to qualify for a place is a twin or child of multiple birth, numbers will be breached to enable all children of the same birth to attend the same school.

2.5 **Children of UK Service Personnel (UK Armed Forces)**

South Gloucestershire Council recognises the particular needs of children of UK service personnel (UK Armed Forces). The LA ensures that the needs of these children are taken into account by:

- allocating a school place in advance if the application is accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering address.
- accepting a Unit postal address, or, if appropriate, a quartering area address (the address of the closest house in the relevant quartering area), for applications from service personnel in the absence of a new home postal address. A quartering address will be used only where the housing authorities confirm in writing that a house will be offered in the area.
- accepting a late application from UK service personnel as 'on time' where a notification of posting has been received after the closing date and before the date of exchange of information with other admission authorities.
- considering an application on the criterion of 'local sibling' where another child in the family has been offered a place at the preferred school and the Unit postal address or quartering address is within the Area of Prime Responsibility for the preferred school.
- wherever possible, children of UK service personnel will be offered a place at the preferred local school but taking into account the admission number for the

school.

2.6 Home Address

The child's home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s). South Gloucestershire Council cannot accept an address of a business, relative, friend, childminder, a temporary address or an address of a house it is intended to move to. The only exceptions are for children of UK service personnel for whom special arrangements apply.

South Gloucestershire Council and the Trust reserve the right to seek documentary evidence to support a claim of residence.

Where a child spends time with each parent/carer at two different addresses, South Gloucestershire Council and the Trust will ask for proof of the arrangements and will determine the appropriate address to be used in allocating a school place. All evidence provided by parents/carers will also be considered in reaching a decision on the home address for admissions purposes. Where sufficient evidence is not forthcoming, the Trust will use the address which is furthest from the school, measured in a direct line between the address point of both addresses and a central point within the main school building using the LA's computerised mapping system, for the purposes of determining ranking for allocation of places. If an application or the evidence is later proved to be fraudulent or misleading, the Trust reserves the right to withdraw the place up to the end of term 2.

2.7 Definition of statutory school age for primary phase children

Legally, children do not have to be in full time education until the term following their fifth birthday: this is the compulsory school age.

Child's fifth birthday	Can defer until	If I defer which class will my child join
1 September – 31 December	January	Reception class
1 January – 31 March	April	Reception class
1 April – 31 August	Please see section 2.9 below, but if a summer-born child defers entry until the following September they would usually be expected to enter a Year 1 class full-time	

However, children are normally admitted to school in the September following their fourth birthday.

2.8 Deferred entry to Reception

Where an applicant to Reception is below compulsory school age the parent(s) can request:

- a. that the date their child is admitted is deferred until later in the academic year or until the term in which the child reaches compulsory school age (see section 2.7 above), or
- b. that their child takes up the place part-time until the child reaches compulsory school age.

2.9 Delayed entry to Reception

Summer born children (children born from the beginning of April to the end of August) reach compulsory school age in the September following their fifth birthday. If a parent/carer wishes for their summer born child(ren) to start school in the reception year group in the September following their fifth birthday, the Trust will make a decision based on the circumstances of the individual case. Factors considered may include:

- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;

- whether delayed social, emotional, cognitive or physical development is adversely affecting their readiness for school;
- whether they have previously been educated outside their normal age group.

Children placed in a year group below their chronological age will have to start school full-time immediately, as they will be compulsory school age. They will also reach statutory school leaving age before completing Key Stage 4 courses. Parents/carers will be expected to support their child's continuing school attendance beyond the statutory school leaving date in order to ensure completion of Key Stage 4.

Where the Trust indicates willingness to accept an application from a child placed out of year group, this will not guarantee a place at the preferred school as any application will have to be made with the admissions round for the year in which the child is starting school and considered against the published admission criteria.

2.10 Appeals – September intake appeals.

After the closing date for applications (31st October for Year 7 and 15th January for Reception) the LA will send each school separate lists of all their applicants. Each list will include all those stating a preference for the school but will not state the preferences. The LA will rank the lists separately and allocate up to the PAN to each school. Parents will be informed of the allocation of places by the Local Authority. Included in this information will be an Appeal Form and an explanatory guidance. If parents wish to appeal they need to complete and return the Appeals Form directly to the relevant school within the Trust. An independent appeals panel will be convened by the LA at which both parents and the Trust will present their cases. Decisions made by the panel are legally binding.

2.11 Waiting Lists

Where the school is oversubscribed in the normal admissions round and places have been refused to some applicants, a waiting list will be maintained for any vacancies which subsequently arise. The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. The list will be maintained by the Trust.

2.12 In-Year Transfer Years Reception to 11

Parents who wish to obtain a place at any of the schools other than at the bulk September intake to Reception and Year 7, should apply directly to the school. Parents will have a decision about allocating a place within two weeks.

If a place is available, at any of the schools but taking account of the parents' preference, the student will be invited for an induction meeting and tour after which the Trust will offer the place, unless there is a compelling reason not to.

If the year group in the preferred school is full or oversubscribed then the school will refuse the place but the applicant will be given the opportunity to appeal and an appeals form will be supplied. The Trust will also notify the parents of any places available at another suitable Trust school. If the parents choose to appeal for a place at the preferred school an independent appeals panel will be convened by the LA at which both parents and the Trust will present their cases. Decisions made by the panel are legally binding.

3) Consultation process:

3.1 This policy was developed through the Trust and LA's consultation processes.

4) Relationship to other policies:

4.1 Parents and students are encouraged to read the schools' prospectuses and the prospectus for the Concorde Partnership, visit the schools' websites and attend open days/evenings.

5) Roles and Responsibilities:

5.1 The Headteachers will ensure that all parents/carers of students, or potential students, are fully aware of the admissions policy and process in appropriate meetings, publications etc.

Dates:

Ratification

Approved by the Board of Directors as a draft for consultation on 20 October 2015

Approved by the Board of Directors on 9th December 2015

Review

This Policy will be reviewed and updated for 2018 admissions in Term 2 2016/7

Implementation

(Version 1 January 2009)

(Version 2 November 2010)

(Version 3 January 2012)

(Version 4 March 2013)

(Version 5 March 2014)

(Version 6 March 2015)

Version 7 December 2015

Publication

This policy will be placed on all Trust schools' websites before 28th February 2016