



## 2018/19 DETERMINED ADMISSION ARRANGEMENTS

Cathedral Primary School has an admission number of 60 pupils for entry into reception. The school will accordingly admit at least 60 each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

Applications for places at Cathedral Primary School will be made in accordance with the local authority's co-ordinated admission procedure.

### Admissions Timeline

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

By early September 2017 – the school will publish on its website information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in July 2017 for admission in September 2018). This will include details of open events for prospective pupils and their parents/carers to visit the school;

September 2017 - the local authority admission application process will open. We also ask parents/carers to complete the on-line supplementary application form via the school website [www.cathedralprimaryschool.org](http://www.cathedralprimaryschool.org)

15th January 2018 – closing date for parents/carers to complete the Common Application Form (CAF) via their home LA, which the LA provide and administer and to complete the on-line supplementary application form via the school website;

Offers will be sent to parents/carers on 16th April 2018 (or next working day) by the home local authority;

June 2018 - Appeals will be heard by an independent appeal panel administered by Democratic Services at Bristol City Council on behalf of the school.

### Consideration of Applications

The school will admit any pupils with an Education, Health and Care Plan (EHCP) naming the school.

Priority will then be given to those children who meet the criteria set out below, **in order:**

1. **Looked after children and previously looked after children.**

A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see the definition in Section 22 (1) of the Children Act 1989). Previously looked after children includes children who were adopted under the Adoption and Children's Act 2002 (section 46 adoption orders). Subject to Adoption Order, Child Arrangement Order, or Special Guardianship Order.

## 2. **Siblings**

Pupils who, on the date of admission, will have a sibling on roll at CPS or BCCS (year 7 to year 11 and including year 12). The term "sibling" means a full, half, adopted, step brother or sister, but not cousins or other family members. A sibling must be living **permanently** with the applicant at the same address at the date of their admission to CPS. The school may require proof of relationship and/or proof of residence.

## 3. **CPS Staff**

Pupils who are sons / daughters of serving employees of Cathedral Primary School. This will include all staff, full and part-time working 28 hours or more per week during term-time and who have been employed permanently at the school for two or more years at the time at which the application for admission to the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

## 4. **Random Allocation**

Random allocation will be used as a tie-break to decide the remainder of the places until all 60 have been filled from any of the following postcode areas:

- BS1 to BS11, BS13 to BS16, BS20 to BS25, BS29 to BS32, BS34 to BS37, BS40 and BS41, BS48 and BS49

In the event of any places still available these will be allocated by random allocation to those applicants living outside of the above postcode areas.

However, if children of multiple births (twins and triplets) and are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

### **Deferred Entry for Infants**

Parent/carers offered a place in reception for their child have a right to defer entry, or take up a place part-time, until the start of term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred beyond the beginning of the final term of the school or until the next academic year.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31<sup>st</sup> August, 31<sup>st</sup> December and 31<sup>st</sup> March.

### **Admission of children outside normal age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or

where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either be agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- Whether the child is 'summer born' (children born from 1 April to 31 August) and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- 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 school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

If the request is agreed then the application will be processed as part of the main admission round the following year. The school is unable to give any indication as to the likelihood of being able to offer any place.

### **Waiting Lists**

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the school year. This will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria (1 - 4 above). Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added or leaves it.

### **Appeals**

All applicants refused a place have the right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

The school will prepare guidance for parents/carers on how to appeal. Information on the timetable for the appeals process is on our website:

<http://www.cathedralprimaryschool.org/about-us/appeals>

### **Late Reception Applicants**

The school defines a “late applicant” as one that arrives after the deadline date for submitting their common application to the local authority (15<sup>th</sup> January). These applicants will not be included in the first round allocation process for reception places. Late applicants will be included in the second round of allocation if places becomes available.

### **In Year Applications**

Parents/carers, seeking admission, to a year group other than reception are able to make an in year application to the school. Parents/carers should complete the on-line in year application form available on the school’s website or by requesting a form from the school. Parents/carers will be notified in writing, of the outcome of their in year application and have a right of appeal to an Independent Appeal Panel if a place is refused. Parents/carers should indicate on the reply form, included with the notification letter, and return it to the school, if they wish their child’s name to be placed on the waiting list and/or appeal for a place.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria (1 - 4). Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria (1 - 4). The waiting list will be reordered in accordance with the oversubscription criteria (1 - 4) whenever anyone is added or leaves it.

Each in year application made to the school is only valid for the academic year in which it is made. Parents/carers will be required to make a fresh application for each new academic year.

The school will participate in Bristol City Council’s In Year Fair Access Protocol.

### **Registered Address**

Head Teacher Mrs Sara Yarnold  
Cathedral Primary School  
College Square  
Bristol  
BS1 5TS  
Tel: 0117 353 2052  
Email: [admin@cathedralprimaryschool.org](mailto:admin@cathedralprimaryschool.org)