



## **2020/21 DRAFT 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 2019 – the school will publish on its website information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in July 2019 for admission in September 2020). This will include details of open events for prospective pupils and their parents/carers to visit the school;

September 2019 - the local authority admission application process will open.

15th January 2020 – closing date for parents/carers to complete the common application form (CAF) via their home local authority (LA), which the LA provide and administer;

Offers will be sent to parents/carers on 16th April 2020 (or next working day) by the home local authority;

June/July 2020 - 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 application, will have a sibling on roll at CPS (Reception to Year 6) 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 application. 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 BS16.

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. This process will be independently verified.

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.

### **Tiebreak**

If in categories [2-4] above a tie-break is necessary to determine which child is admitted, random allocation will be used as a tie-break to decide who will be admitted and overseen by an independent body.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place, those siblings will be admitted over PAN.

### **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 31st August, 31st December and 31st March.

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

Children are normally educated in school with others of their age group; however, parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, considering the views of the headteacher and any supporting evidence provided by the parent.

## **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 (15th 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 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 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.

## **Notes**

### **Home address**

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined

using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

### **Children with an Education, Health and Care Plan**

There is a different procedure for children with an Education, Health and Care Plan (EHCP). Their parents should apply for a place via the service dealing with Special Education Needs in their home local authority.

### **Looked after children and children who were previously looked after**

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).

### **Sibling**

Sibling means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application.

### **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)