



## Admission Arrangements 2022 – 2023

### Hareclive E-Act Academy

*E-ACT (the “Academy Trust”) is the admissions authority for Hareclive Academy. The Academy Trust will comply with the requirements of the Funding Agreement, the School Admissions Code and the Admission Appeals Code, and recognises that its ‘relevant area’ is Bristol City Council since this is the local authority area within which the Academy is located.*

Date of Approval: September 2020

Date of Review: September 2021

Unless there are legislative or regulatory changes in the interim, this policy will be reviewed annually as per the Admissions Code. Should no substantive changes be required at that point, the policy will move to the next review cycle.

*Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.*

#### Academy context

Hareclive Academy is based in Bristol in the authority of E-Act Academy Trust.

Our Published Admission Number (PAN) is 60 for Reception. The maximum PAN for each year group is 60 with a total PAN of 420.

#### How to apply for a place

Arrangements for applications for Reception places at the Academy will be made in accordance with the Bristol City Council’s co-ordinated admission arrangements and can be made online at <https://parent.bristol.gov.uk/web/portal/pages/parents/admissions>

You can also fill in and return the following form. If you send a stamped self-addressed envelope with your application, Bristol City Council will return it to you as confirmation of your application

<https://www.bristol.gov.uk/documents/20182/33091/Primary+Application+Form.pdf/e6ed92f4-5d65-7afe-6c4f-3a80cd57ef44>

Applicants from outside Bristol will need to use their ‘home’ Local Authority application process.

#### Admissions Criteria

Applications for children with an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Need are made by the Local Authority SEN team (change the name of the team as relevant to the LA). The placement of such children is made after a process of consultation between parents, the Academy and the Local Authority. Children with an EHCP

(or a Statement of Special Educational Need) receive priority over others for admission to the school named on their Plan (or Statement).

### **Oversubscription Criteria**

If there are fewer applicants than there are places available for Reception entry in September 2022, everyone who applies will be offered a place.

Sometimes, however, there are more applications for our Academy than there are places available. This is described as oversubscription. If there are more applicants than there are places available after the admission of pupil with an Education, Health and Care Plan or statement of special educational needs naming the school, the following criteria will be followed, in order, to determine who will be offered a place:

Allocations will be made in the following order of priority as set out in sections 1-4 below:

#### **1. Children in care**

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. Siblings**

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

Sibling refers to children who live permanently in the same household AND who are brother or sister, half brother or sister, step brother or sister, adopted brother or sister or a child of the parent or carer's partner where the child for whom a place is being sought is living in the same family unit at the same address.

Pupils will not be considered as a sibling link where children are in pre-school, in a nursery class attached to the school or children who have left the school in the year of entry. For example, children applying for a Reception place where the older sibling is in Year 6 and will no longer be in primary education for the following September.

#### **3. Geography**

Children living closest to the school as measured in a direct line from the home address to the school. The home address 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 the Local Authority 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 or where the child is registered with a doctor. Home to school distances will be measured in a direct line from a point on the home address as held by the local authority to a point within the school building using the Local Authority's computerised mapping system.

### **Tie-breaker**

This criterion will also be used as a tie-break in criterion 2 if the school is oversubscribed within this criterion except in the case of looked after children. In criteria 2, and 3, 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 the building to the school; the available place(s) will be allocated by drawing lots. Any offer of a place determined by random allocation will be overseen by someone independent of the school.

### **Twins, Triplets and other children of multiple births**

Where the last place offered is to a child of multiple births (e.g. twins, triplet etc) the remaining child will also be offered a place above the PAN, if necessary. This would also apply to a brother or sister born in the same academic year.

### **Split residence**

If a child regularly lives at more than one address the admission authority will have to reach a conclusion about which address should be counted as the main address when allocating school places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.

### **Deferred Entry for Reception**

The compulsory school age that your child must be in full-time education is the term after their fifth birthday.

You can ask that your child starts reception class:

- in September part-time until they reach compulsory school age
- later in the academic year
- the following September if they are a summer born child

Your child must be in full-time education when they reach compulsory school age.

If you are interested in deferred entry, please refer to the following information: <https://www.bristol.gov.uk/documents/20182/33083/Delayed+and+deferred+school+entry+for+September+2021.pdf/41f63896-0aee-e906-5be0-8f47610d27c0>

You can use the Delayed Entry to School Form when you apply for your child to start reception later.

<https://www.bristol.gov.uk/documents/20182/3668977/Delayed+Entry+to+School+Request+Template+%28optional%29.docx/17f0d996-1e6a-ea51-576c-5aa297975676>

You can also use the completed form when you talk to schools seeking their agreement to your child starting later.

## **Late Applications**

Late Applications and changes after the closing date Application forms must be received by Bristol City Council's published key dates. Applications received after the closing date will be considered as late applications and will be processed after places have been allocated to applicants who applied on-time. However, in very exceptional circumstances applications received after the closing date may be considered as on time. Applicants who consider they have exceptional circumstances that prevented them applying between applications opening in September and published closing date should provide independent written evidence explaining why the application was late no later than 5pm, 10 working days after the closing date. Additionally, any changes to the application (e.g. order of school preference or change of preferences) received after the closing date will be treated in the same way as late applications.

## **Changes of Address after the closing date**

Changes of address will only be considered after applicants are resident at the new address and evidence to demonstrate this has been supplied. Applications will not be processed from an intended future address except in the case of Crown servants and UK service personnel. Evidence must be received by no later than 5pm, 10 working days after the closing date for the new address to be used when processing the application and calculating home to Academy distances. Any change of address evidenced after no later than 5pm, 10 working days after the closing date will not be included until after national offer day.

## **Notification and acceptance of places**

This is the timeline of notification and acceptance and the onus is on the person making the application to a notify Bristol City Council to accept or decline the offer: <https://www.bristol.gov.uk/school-admissions>

## **Waiting Lists**

Waiting lists are not maintained on a 'first come - first served' basis. Waiting lists are kept in the priority order as explained in the oversubscription criteria. Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list. Children may also move down the waiting list if another family, with a higher priority under the oversubscription criteria, ask for their child's name to be added to the list. Applicants, who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the Academy. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

Lists will be maintained throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they

meet the oversubscription criteria. This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants. The waiting list will be closed each year and will not roll over. A new application will have to be made for a new academic year

### **In-year applications**

Applications received outside the normal admissions round will be considered in line with the oversubscription criteria. A place will be offered at the Academy provided there is a vacancy in the appropriate year group. The address used to process the application will be the address where the parent and child normally live and they must be living there at the time of application. Admission of one child to the Academy does not give a right of admission for brothers or sisters, if places are not available for all at the same time.

Applications can be made by applying directly to the Academy or through <https://harecliveacademy.e-act.org.uk/wp-content/uploads/sites/9/2019/06/Admissions-In-Year-Application-Template.pdf>

Once the application is made, the Academy will allocate a place as per our oversubscription criteria when a place becomes available. Please note that you will need to accept the place within 5 days by completing the Academies admissions pupil information pack and returned to the academy office prior to the start date you will lose the offer of a place and considered to have declined a place.

Please note that you may be asked for further proof if applying under medical/social needs etc. You will be placed on the waiting list and places will be allocated as they become available and prioritised according to our over subscription criteria.

### **Appeals Procedure**

Parents can choose to appeal against the decision of the Academy Trust not to offer their child a place at the school. Bristol City Council administer any admissions appeals on behalf of the Academy Trust. To appeal against the decision not to offer their child a place, parents must complete the appeal forms that are available the Bristol City Council Website <https://www.bristol.gov.uk/schools-learning-early-years/primary-school-new-reception-admissions-appeals>

To be considered in the first round of appeals, the notice of appeal must be received by the Council by their specified date. The appeal will be heard by an independent appeals panel constituted and operated in accordance with the School Admissions Appeals Code. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

### **Fair Access Protocol**

The Academy complies with Bristol City Council's Fair Access Protocol (FAP). The purpose of the FAP is to ensure that, outside the normal admissions round, unplaced children who fall into the specified categories are offered a place quickly, so that the amount of time any child, especially the most vulnerable, who remains out of education is kept to a minimum. The FAP will only be used once the in-year admissions process has been exhausted.

**Admission contact details**

Academy contact: Mandy Ralph (Academy Operations and SIMs Administrator)

Bristol City Council contact: <https://www.bristol.gov.uk/schools-learning-early-years/primary-admissions>

## **Appendix 1**

### **Definitions**

#### **Distance**

Home to school distance will be measured in a direct line from a point on the home address as held by the Local Authority to a point within the school building using the Local Authority's computerised mapping system.

#### **Home Address**

The child's permanent home address, where he or she resides with a person with parental responsibility, or with a parent (as defined in Section 576 of the Education Act 1996). It is the address where the child spends the majority of their time. Documentary evidence may be required to confirm a child's home address. If a child regularly lives at more than one address the admission authority will have to reach a conclusion about which address should be counted as the main address when allocating school places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor

#### **Children who are looked after or 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). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

#### **Medical or social needs of the child**

Children with Education Health and Care Plan/ Statement of SEN (EHCP) follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to general admissions arrangements.

#### **Medical reasons relevant to parent(s)**

Please refer to Bristol LEA guidance.

#### **Sibling**

Where children live as brother and sister in the same household they are treated in the same way as siblings for admissions purposes. This includes a child's brother or sister, half brother or sister, adopted/foster brother or sister, step brother or sister living in the same family unit at the same address. It does not include cousins or other extended family members who live in the same household. In the case of twins, triplets and other multiple-birth children, if one child can be offered a place in the school, other multiple-birth children will be allocated a place in the school. Where twins are concerned and one twin has a Statement of Special

Educational Needs or Education, Health and Care Plan that names the school the other twin will be treated as having a sibling link for that academic year.

### **Parent**

This means the parent who has parental responsibility as defined in the Children Act 1989, or the person in the household who is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a biological parent but who has responsibility for her or him (such as a child's guardians) but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.