



## **Determined Admissions Policy (Year 7) September 2024**

Bristol Free School will provide school places for young people aged 11 - 18 and the admissions arrangements for the Year 7 intake are set out below. The arrangements for the Sixth Form are set out separately.

Bristol Free School is committed to straightforward, open, fair and transparent admissions arrangements. The school will act fully in accordance with the School Admissions Code (September 2021), the School Admissions Appeals Code and admissions law as they apply to academies.

### **Published Admission Number (PAN)**

The school has an agreed Published Admissions Number of 200 for admission into Year 7 and will admit up to this number each year.

### **Special Educational Needs**

The admission and review of students with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure involving parents, schools, the Local Authority and a range of professionals. This procedure is integral to the making and maintaining of a compliant EHCP by the student's home Local Authority. Details of this separate procedure are set out in the Special Education Needs Code of Practice.

### **Oversubscription Criteria (Years 7-11 from September 2024)**

Where the number of applications for admission is greater than the places available and after the agreed admission of any children with an EHCP, the following over-subscription criteria will be applied in the order below:

1. Looked-after children \* or children who were previously looked after\*.
2. Children living at the same home address\* as siblings\* on the roll of the school in any year group (including the Sixth Form) at the date of their own application for admission.
3. Children of staff\* directly employed by the Russell Education Trust on a permanent full time or fractional contract at Bristol Free School in either of the following circumstances:
  - i) The member of staff has been employed for two years or more before the admission application and still employed, without having given notice or been given notice that the employment will end, at the time the offer is made.
  - ii) The member of staff is recruited to fill a vacant teaching post for which there is a demonstrable skill shortage (determined by the Headteacher with the Chair of Governors and CEO of RET).



4. For entry into the school (normally Year 7) an Admissions Priority Area (APA)\* will apply. Then,

i) 20% of the available places will be allocated to those applicants whose home address is closest to the school. The point to which measurements will be made is the mid-point on a line drawn between the centre of the Burghill Road and Concorde Drive entrances to the school.

ii) 80% of the available places will be allocated to those whose home address is closest to the mid-point at the junction of Elmlea Avenue and Rylestone Grove.

Available places is defined as the number of places remaining once the number admitted under criteria 1, 2 and 3 above are subtracted from the 200 originally available. If there are surplus places available under either 4i) or 4ii), they will transfer to the other category in the first instance.

5. Should there be fewer applications from within the APA than there are available, then all applicants from outside the APA will be considered. Again,

i) 20% of the available places will be allocated to those applicants whose home address is closest to the school. The point to which measurements will be made is the mid-point on a line drawn between the centre of the Burghill Road and Concorde Drive entrances to the school.

ii) 80% of the available places will be allocated to those whose home address is closest to the mid-point at the junction of Elmlea Avenue and Rylestone Grove.

In this instance, places available is defined as the number remaining after the application of criteria 1, 2, 3, 4i) and 4ii).

A link to the school APA map can be found [here](#).

### **Notes and Definitions\***

#### **Looked After Children**

Looked After Children are defined as children who are (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 on accordance with section 22 of the Children Act 1989, at the time an application for a school is made.

#### **Previously Looked After Children**

Previously Looked After Children are defined as children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption



and Children's Act 2002), or became subject to a child arrangements order or special guardianship order. This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

### **Siblings**

Siblings include full, step-, half, fostered, and adopted siblings living in the same household. Cousins are not considered siblings. The sibling criterion will only apply, if at the date of the application, both siblings reside at the same home address inside the Admissions Priority Area (APA) as defined in Criterion 4.

### **Children of Staff**

For applications under Criterion 3, children of staff include full, step, half, adopted and fostered children living in the same household as the member of staff.

### **Offers of places**

All applications received after the deadline will be considered as late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

### **Home Address**

A child's home address is defined as the address at which a child is normally resident with a person who is a parent as defined in Section 576 of the Education Act 1996. A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address may be sought and may be the subject of further investigation.

Where a child regularly lives at more than one address, the home address will be where the child lives for the majority of the time. Where the child lives at more than one address and spends equal time at both, the home address will be counted as where the child registered with their GP.

The school reserves the right to seek verification of the information parents have given on the application form and withdraw the offer of a place if false information has been given.

### **Admissions Priority Area**

The Admissions Priority Area (APA) is defined in Criterion 4. If you live outside of the APA, you are not prevented from applying for a place.

### **Boundaries**

Where the APA has a boundary defined by roads, all houses with a postal address on that part of the road marked on our admissions map (found on the admissions pages of the school's website), will be included in the area. If a boundary divides a property, that property will be deemed to be within the area.



### **Distance measurements**

If more applications are received than there are places under any of the Oversubscription Criteria then the places will be offered in order of distance from the home address to the relevant point, distance being measured in a straight line using the Local Authority's geographical information system.

### **Tie Break**

In the event of two or more applications that cannot otherwise be separated by criteria 1-5, the vacant place will be allocated to the applicant whose home address is closest to our school building. Siblings from the same address who are tie-breaking for the same vacant place, will all be offered places. In other cases where applications can't be separated by distance, an independent party will randomly allocate the place via the drawing of lots.

### **Operation of waiting lists**

Where in any year the school receives more applications for places than there are places available, a waiting list will operate for at least the first 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. A child's position on the waiting list will be determined solely in accordance with the Oversubscription Criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the Oversubscription Criteria.

For administrative purposes, the Waiting List will be administered by the school in three 'bands'. Band 1 will be for ranking applicants who qualify for Oversubscription Criteria 1-3. Band 2 will be ranked by distance in accordance with Oversubscription Criteria 4. The remaining applicants will be placed in Band 3 ranked by distance in accordance with Oversubscription Criteria 5. Where places become vacant, they will be allocated to children on the Waiting List in accordance with the oversubscription criteria. If there are applicants in Band 1 of the Waiting List, then they will have priority. Otherwise, a place which was originally offered to Band 2, or Band 3 will be re-offered to the highest-ranking applicant in the same Band. (If a place was originally offered to Band 1 then it will be allocated to Band 2 or Band 3 as appropriate so that, over time, a ratio of 1:1 is maintained between these bands).

### **Appeals**

Parents who fail to gain a place at Bristol Free School for their child can appeal to an Independent Appeals Panel.

### **Children educated outside their chronological age group**

Permission to submit an application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Once permission has been granted, the application must be made via the usual application processes and will be subject to the Oversubscription Criteria.