



Bristol Free School  
Concorde Drive  
Bristol BS10 6NJ

Tel: 0117 959 7200  
[admin@bristolfreeschool.org.uk](mailto:admin@bristolfreeschool.org.uk)  
[www.bristolfreeschool.org.uk](http://www.bristolfreeschool.org.uk)

Headteacher: Mrs S. King

December 2024

### **Bristol Free School - Consultation on admissions arrangements for entry to the school in September 2026.**

The Russell Education Trust ('RET') is the admissions authority for Bristol Free School. The Local Governing Body considers changes to the school's admissions policy and consults on these. Following consultation, the Governors report to the Board of Trustees on the outcome of the consultation and make recommendations before RET determine the final admissions policy.

The Local Governing Body of Bristol Free School are now consulting on the admissions arrangements for entry to Year 7 and the Sixth Form from September 2026.

This consultation follows the procedure set by the Admissions Code 2021 ('The Code') and gives the local community the opportunity to provide their views on these proposed admission arrangements.

This consultation relates to the proposed amendment to the following oversubscription criteria:

#### **Year 7 Admissions Policy – Children of Staff Criterion**

It is proposed that the reference to "teaching" staff is removed from criterion 3 ii so that it is inclusive of school support staff as well as teaching staff i.e. *"The member of staff is recruited to fill a vacant ~~teaching~~ post for which there is a demonstratable skill shortage (determined by the Headteacher with the Chair of Governors and CEO of RET)."*

#### **Sixth Form Admissions Policy – Children of Staff Criterion**

As with the Year 7 Admissions Policy, the same change is proposed to the Sixth Form Admissions Policy relating to the Children of Staff criterion to remove the reference to "teaching" staff so that the criterion is inclusive of support staff and teaching staff.

A copy of the proposed Year 7 Admissions Policy, Sixth Form Admissions Policy for admission to the school from September 2026 are enclosed with this consultation document.

We are keen to hear views from the local community who may be affected by the proposed changes and are consulting interested parties in accordance with the Code.

For schools, if appropriate and by whatever means you feel most suitable, please make the parents/carers of children in your school aware that this consultation is taking place.

The consultation period will run from **Monday 9 December 2024 – Friday 24 January 2025.**

Please send any responses for the attention of Anne-Marie Boyle, Chair of Governors via email [admissions.consultation@bristolfreeschool.org.uk](mailto:admissions.consultation@bristolfreeschool.org.uk) or direct to the school at Concorde Drive, Bristol, BS10 6NJ.

A paper copy of the consultation documents can be requested from the school and are available on the school's website [Bristol Free School](http://www.bristolfreeschool.org.uk)

Kind regards,

Su King

**Headteacher, Bristol Free School**





## **Proposed Admissions Policy (Year 7) September 2026**

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.

### **Admissions for children with Education and Health Care Plans (EHCPs)**

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 2026)**

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

1. Looked-after children <sup>#1</sup> or children who were previously looked after<sup>#2</sup>.
2. Children living at the same home address<sup>#6</sup> as siblings<sup>#3</sup> 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 <sup>#4</sup> 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 demonstratable 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) <sup>#7</sup> 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

### #1 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.

### #2 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.

### **#3 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.

### **#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.

### **#5 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, applications that have not yet received an offer will automatically be placed on the waiting list, in criteria order.

### **#6 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.

### **#7 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.

### **#8 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.



### **#9 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.

### **#10 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.

### **#11 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 the child will automatically be added to the waiting list. 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).

### **#12 Appeals**

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

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

Permission to submit an application for a child to be educated out of his/her age group should be requested by email, or otherwise in writing, to the school office. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. The request will be considered by our Local Governing Body's Admissions Committee on an individual basis a. If permission is



granted, the application must be made via the usual application processes and will be subject to the Oversubscription Criteria.



## **Bristol Free School – Proposed Admissions Policy (Sixth Form) September 2026**

### **Introduction**

Bristol Free School Sixth Form's focus is on personal and academic excellence for each student, whether that entails studying at university, embarking on an apprenticeship, or taking up an offer of employment.

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

### **Numbers**

The capacity of the Sixth Form is 150 students in each of Year 12 and Year 13. A minimum of 30 places will be offered annually to external candidates. More places may be available to external candidates, subject to uptake of places by internal students.

### **Bristol Free School Applicants**

All Year 11 students who wish to stay at Bristol Free School will be able to continue into the Sixth Form, subject to meeting the *Academic Criteria* including their course requirements. We will offer advice, guidance and support to all of our students to ensure they are able to make informed choices about their post-16 education.

### **External Applicants**

There are at least 30 places available to external applicants. External applicants wishing to be admitted to Year 12 must apply directly to Bristol Free School prior to the closing date, using the online application form (or the hard copy form available on request from the school office). The closing date and full details of the application process will be published annually in the Sixth Form Prospectus and on the school website.

The same Year 12 *Academic Criteria* including course requirements apply to both external and internal applicants, but if the external places are oversubscribed then they will be prioritised according to the Oversubscription Criteria for External Applicants set out below.

### **Academic Criteria**

All students at Bristol Free School must be on a full-time study programme. This will usually comprise a minimum of three A-level courses or equivalent (full details of the options for full time study will be published annually in the Sixth Form Prospectus and on the school website).



There will be a minimum academic qualification for entry into the Sixth Form at Bristol Free School and in addition, individual courses will have minimum entry requirements that must be met. Full details will be published each year in the Sixth Form Prospectus.

Meetings may be held with applicants and their parents to discuss options and courses but will not form part of the decision process on whether to offer a place.

Provisional offers will be made subject to, and dependent upon, the applicant meeting the Academic Criteria for the Sixth Form and the specific course requirements.

Achievement of the GCSE grades specified does not guarantee a place on any course or combination of courses. Course enrolment is confirmed at the time of registration and is dependent on:

- sufficient demand for places in each of the courses the applicant has selected;
- availability of places on the courses the applicant has selected;
- availability of the combination of courses selected by the applicant; and
- the school's ability to staff and resource the courses selected.

If the intended course is full, but there are still vacancies on other courses, applicants may be offered an alternative.

### **Admissions for children with Education and Health Care Plans (EHCPs)**

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 for External Applicants**

Where the number of external applications for admission which meet the Academic Criteria is greater than the places available, and after the agreed admission of any children with an EHCP, the following Oversubscription Criteria will be applied in the order below:

1. Looked after children<sup>#1</sup> or children who were previously looked after<sup>#2</sup>.
2. Children living at the same home address<sup>#6</sup> as siblings<sup>#3</sup> 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<sup>#4</sup> 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 is employed for two years or more before the admission application and is 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 demonstratable skill shortage (determined by the Headteacher with the Chair of Governors and CEO of RET).

4. For entry into the school an Admissions Priority Area (APA)<sup>#7</sup> 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 are subtracted from the places originally available to external applicants (a minimum of 30 places). 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.
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## Notes and Definitions

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### #3 Siblings

Siblings include full, step-, half, adopted and fostered 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 defined Admissions Priority Area (APA)\* as defined at Criterion 4.

### #4 Children of Staff

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

### #5 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.

### #6 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.

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#### **#9 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 from the home address to the relevant point using the Local Authority's geographical information system.

#### **#10 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.

#### **#11 Offers of Places**

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, applications that have not yet received an offer will automatically be placed on the waiting list, in criteria order.

#### **#12 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, and the child will automatically be added to the waiting list. 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).

### **#13 Appeals**

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

### **#14 Children educated outside their chronological year group**

Permission to submit an application for a child to be educated out of his/her age group should be requested by email, or otherwise in writing, to the school office. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. The request will be considered by our Local Governing Body's Admissions Committee on an individual basis. If permission is granted, the application must be made via the usual application processes and will be subject to the Oversubscription Criteria.