



**Cabot**  
Learning  
Federation

City Academy  
Admissions Policy for  
the 2024/2025  
academic year

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Date: November 2022, Cabot Learning Federation

**History of most recent Policy changes**

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
Date	E.g. Whole Document	Detail of change	Reason for change
November 2016	P7 In Year Admissions	Amended to reflect in year admission applications are made on the Academy application form, not the CAF	Review
September 2017	Whole document	Amended to reflect recommendations from BCC Admissions	Review
October 2018	Oversubscription Criteria	Adjusted language to ensure compliant with Bristol LA	Advice received from LA
July 2019		<b>Adjusted following recommendations from BCC admissions team</b>	
August 2021	<b>Whole document</b>	<b>Updated to reflect School Admissions Code 2021</b>	
<b>August 2022</b>	<b>Whole document</b>	<b>Annual review</b>	



### **Equalities Impact Assessment**

An equalities impact assessment for this admissions policy has been completed and can be obtained from the Operations Manager.

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## **1 Policy Statement**

- 1.1 The purpose of this policy is to make clear the admissions process to City Academy.
- 1.2 The Cabot Learning Federation (CLF) adheres to the statutory requirements and the principles outlined in the School Admissions Code [DfE 2021], which all academies are required to adhere to via the Funding Agreement between City Academy and the Secretary of State.
- 1.3 The CLF has agreed that the admission arrangements will remain in line with the agreed arrangements for Bristol Local Authority maintained non-denominational secondary and primary schools
- 1.4 More information about the CLF can be found on the website as follows: [clf.uk](http://clf.uk)
- 1.5 The policy covering admissions for Post 16 students across the federation is not contained in this document. Please visit the Cabot Learning Federation website to view details of Post 16 provision and the relevant admissions policies.

## **2 The Admissions Timetable**

- 2.1 Consultation
  - 2.1.1 The Cabot Learning Federation (CLF) sets out admission arrangements annually. Where changes are proposed to admission arrangements, the federation will first publicly consult on those arrangements. If no changes are made to admission arrangements, the Academy admissions policy will be consulted on at least once every 7 years.
  - 2.1.2 For admission arrangements for entry in September 2024 and all subsequent years, consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before those arrangements are to apply. An illustration of these timeframes is contained in Table 1 below.
  - 2.1.3 As their own admission authority, CLF academies are not required to consult on their Published Admission Number (PAN) where they propose either to increase or keep the same PAN; however, where a PAN is increased the Academy will notify the LA and publish details on the Academy website.
  - 2.1.4 When consultation is required, the CLF will consult the following parties on the proposed admission arrangements:

2.1.5

- a. Parents/carers of children between the ages of 2 – 18;
- b. Bristol LA;
- c. The Admission Forum for Bristol LA (where this exists);
- d. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Bristol LA;
- e. Any other governing body/Academy Council for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation;
- f. Affected admission authorities in neighbouring local authority areas.

2.2 Determination

2.2.1 Once feedback from the consultation has been considered the CLF must determine the admission arrangements and must notify the Local Authority (LA) of these and publish them on the relevant Academy website.

2.3 Offers and Acceptance of Offers

2.3.1 Offers are made and need to be accepted by the dates set out at Table 1 below.

Table 1 Admissions Timetable

	<b>Admission in September 2022</b>	<b>Admission in September 2023</b>	<b>Admission in September 2024</b>
Consultation period for changes to the Admissions Policy	6 weeks between 1 October 2020 and 31 January 2021	6 weeks between 1 October 2021 and 31 January 2022	6 weeks between 1 October 2022 and 31 January 2023
The CLF must determine admission arrangements by	28 February 2021	28 February 2022	28 February 2023
The CLF must publish the appeals timetable by	28 February 2021	28 February 2022	28 February 2023
The CLF must notify the LA of the arrangements and publish them on the website by	15 March 2021	15 March 2022	15 March 2023
Applications from parents/carers close	Secondary: 31 October 2021 Primary: 15 January 2022	Secondary 31 October 2022 Primary: 15 January 2023	Secondary 31 October 2023 Primary: 15 January 2024
Offers made to parents/carers on National Offer Day*	Secondary: 1 March 2022 Primary: 16 April 2022	Secondary: 1 March 2023 Primary: 16 April 2023	Secondary: 1 March 2024 Primary: 16 April 2024
Appeals must be made by	20 school days following offer of place	20 school days following offer of place	20 school days following offer of place

\*National Offer Day is on the date specified or the next working day where the specified date is a weekend or bank holiday.

### **3 Process of Application**

- 3.1 Applications for places at the Academy will be made in accordance with Bristol Local Authority's co-ordinated admission arrangements, and will be made on the Common Application Form (CAF) provided and administered by the Local Authority. The CAF can be found by visiting <https://www.bristol.gov.uk/schools-learning-early-years/school-admissions>. Alternatively, parents/carers can contact the Academy who will provide them with a copy of the form.

### **4 Published Admissions Number**

- 4.1 City Academy has a PAN of 195 places in Year 7 leading to a total number of 975 places across Years 7 to 11 when at full capacity

### **5 Consideration of Applications**

- 5.1 The Local Authority will consider all application for places. Where fewer than [enter PAN] applications are received, the Local Authority will offer places to all those who have applied.
- 5.2 Children of UK Serving Personnel are excepted pupils for Infant Class Size outside the normal round of allocations.

### **6 Students with Special Educational Needs or Disabilities**

- 6.1 Children with an EHC Plan are placed in schools/academies through the arrangements set out in the SEND Code of Practice and not through these admission criteria. All admission authorities are required by Section 324 of the Education Act 1996 to admit to the academy a child with an EHC Plan that names the academy. Academies must admit such children whether they have places or not. Any appeal concerning the statement of the admission is to the independent First-Tier Tribunal (Health, Education and Social Care Chamber). Parents/carers of children with an EHC Plan should contact their child's lead professional for any further information.

### **7 Oversubscription Criteria**

- 7.1 Where the number of applications for admissions is greater than the Published Admission Number (PAN), applications will be considered against the criteria set out below. These are listed in priority order and will be applied to all applications received by the published closing date. Notes/definitions to the oversubscription criteria are set out in Annex A

Children in care or children who were previously in care.

- To a Local Authority in England and immediately after being in care who became subject to an adoption, child arrangement order, or special guardianship order.
- Those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

1. Siblings living in the designated area of first priority.
2. Geography – Children living within the school’s designated area of first priority.
3. Siblings living outside the designated area of first priority.
4. Geography – Out of the area children. Children living closest to the school as measured in a direct line from the home address to the school (see notes on measurements).
5. Tie breaker – where it is not possible to distinguish between applicants within a particular oversubscription criteria, places will be awarded by random allocation. This process will be supervised by an independent person to the Local Authority and the academy.

## **8 Late Admissions**

- 8.1 Late applications will not be considered until offers have been made to on time applicants and in accordance with the dates set out in the Bristol Admission Scheme.

## **9 In Year Admissions**

- 9.1 Applications for Academy places from parents/carers resident in, or with a confirmed move to the local area must be made on the Academy application form available from the following website <https://cityacademybristol.clf.uk/our-academy/admissions/> of the Academy. The



Academy will consider each application at the time it is made. Parents/carers whose application is turned down are entitled to appeal.

## **10 Waiting List**

- 10.1 Where the Academy has been oversubscribed in the normal admissions round and places have been refused to some applicants, a waiting list will be maintained for any vacancies which subsequently occur in the Academy.
- 10.2 The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list.
- 10.3 Any waiting list will be maintained until the end of Term 2 (December term) and then discarded.

## **11 Appeals**

- 11.1 When an offer of a place is made, the reasons for the decision will be set out, together with details of how the parent/carer can lodge an appeal against the decision by the deadline for doing so. The Academy must establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the Academy is required to admit the child.
- 11.2 The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals.
- 11.3 Parents will normally have 20 school days after notification of a place not being offered to lodge an appeal.
- 11.4 Parents/carers wishing to appeal against an admission appeal should send a completed appeal form to the address detailed on the offer letter. Other documents may be submitted in support of an appeal and should be lodged not less than 5 school days before the appeal hearing.
- 11.5 Parents/carers will be given 10 school days' notice of the appeal hearing, unless they agree to a shorter period of notice.
- 11.6 The decision of the Appeal Panel will be communicated in writing as soon as possible after the hearing has been concluded and within 5 school days. In the case of unsuccessful appeals the Appeal Panel will give the parents/carers their reasons for not upholding the appeal.

## Annex A Notes/definitions to the oversubscription criteria

### Bristol LA

#### Annex A Notes/definitions to the oversubscription criteria

**1. Children in Public Care and Previously in Public Care** are children who are in the care of a local authority or provided with accommodation by that authority under section 22 of the Children Act 1989. 1989 Children's Act

In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. Applicants can provide evidence demonstrating their child was previously in care to an institution acting as a Local Authority, or an organisation that supports the best interests of the community/child. In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child, confirming that they were looked after immediately prior to that order being made, or such evidence that demonstrates a child was in state care outside of England prior to being adopted

2. Siblings refers to brother or sister, half brother or sister, step brother or sister, fostered or adopted children, 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. The older sibling is already in attendance at the preferred school and will be in attendance in the September of the younger sibling's admission year. Pupils will not be considered as a sibling link where the older child is attending the school in the year of entry as Year 12 or Year 13 students.

Home address –Bristol Local Authority will not accept more than one address as the child's home address. Where 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, taking relevant evidence into account. Normally this will be the address where the child is registered with a medical GP. Where parents or carers are living separately and do not agree on the child's home address, they are urged to reach an agreement. If this does not happen evidence may be required by providing court documents or other legally binding documentation such a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided Bristol Local Authority will determine the address be used for allocating a school place.

3. Geographical considerations -Home to school distances will be measured in a direct line from a point on the home address as held by the Local Authority, defined in the Local Land and Property Gazetteer, to a defined point within the main school building using the Local Authority's computerised mapping system.

4. Tie breaker: Random allocation will be carried out by a person who is independent of the academy and the school admissions process.

5. Maps To view the areas of priority, visit <http://maps.bristol.gov.uk/pinpoint/> Specific addresses can be located by entering a postcode via the 'Address' tab. School priority areas can be seen via the 'Education' tab and selecting 'Secondary school areas of first priority' or 'Secondary school areas of second priority'.