



Policy Title:	Admission Arrangements
Function:	For information and guidance in the admission of students to Bristol Metropolitan Academy
Status:	Approved
Audience:	Students, Parents, Councillors, Principal, Teachers, Support Staff, Local Authority
Ownership / Implementation:	The Principal and the Academy Council have overall responsibility for ensuring that this policy is implemented.
Implementation Date:	September 2017
Review period:	Annually
Last Reviewed:	February 2017



THE ADMISSION OF PUPILS TO BRISTOL METROPOLITAN ACADEMY

GENERAL

1. This annex may be amended in writing at any time by agreement between the Secretary of State and Bristol Metropolitan Academy.
2. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of the Academy.
3. Notwithstanding the generality of paragraph 2 of this Annex, the Cabot Learning Federation Trust will take part in the Admissions Forum set up by Bristol Local Authority (LA), and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.
4. Notwithstanding any provision in this Agreement, the Secretary of State may:
 - (a) direct the Academy to admit a named pupil on application from a local authority. Before doing so the Secretary of State will consult the Academy.
 - (b) direct the Academy to admit a named pupil if the Academy has failed to act in accordance with this Annex B or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
5. The Academy shall ensure that parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Independent Appeal Panel will be independent of the Academy. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.
6. The Academy shall prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The Academy may, if it chooses, enter into an agreement with the LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.



ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Approved Admissions Arrangements

1. The admission arrangements for the Academy for the year 2017/18 and, subject to any changes approved by the Secretary of State, for subsequent years are:

a) The Academy has an agreed admission number of 180 pupils. The Academy will accordingly admit at least 180 pupils in the relevant age group each year if sufficient applications are received;

b) The Academy may set a higher admission number as its Published Admission Number (PAN) for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraph 19 below. The number of pupils admitted will not exceed the PAN unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State

The Academy has a Published Admission Number of 180. A synopsis of the admissions arrangements is set out in Appendix A to this Annex.

Process of application

2. Applications for places at the Academy will be made in accordance with Bristol City Council LA's co-ordinated admission arrangements, and will be made on the Common Application Form (CAF) provided and administered by the relevant LA. The Academy will use the following timetable for applications into Year 7 each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Bristol Admissions Forum or LA:

a) September - The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September. This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Academy will also provide information to Bristol LA for inclusion in the composite prospectus, as required;

b) September/October - The Academy will provide opportunities for parents to visit the Academy;

c) October 31. Submission date for CAF to be completed and returned to the LA to administer

d) 1st March or next working day, offers made to parents by LA.

Consideration of applications

3. The Academy will consider all applications for places. Where fewer than 180 applications are received, the Academy will offer places to all those who have applied.



Procedures where the Academy is oversubscribed

4. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs or Education Healthcare Plans (EHCP) where the Academy is named on the statement/plan, the criteria will be applied in the order in which they are set out below:

- a) Children in Public Care (Looked after Children)
- b) Children resident within the Academy's designated area of first priority, who have siblings who currently attend the Academy and who will continue to do so on the date of admission
- c) Geography (1) Children living within the Academy's designated area of first priority.
- d) Children resident outside the Academy's designated area of first priority, who have siblings who currently attend the Academy and who will continue to do so on the date of admission
- e) Geography (2) Children living closest to the school as measured in a direct line from the home address to the Academy.

Note 1: Children in Public Care (Looked after Children), also called 'Children Looked After', 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.

Note 2: Children are siblings if they are half, full or adoptive brother or sister or if they are children of the same household.

Pupils will not be considered as a sibling where the older child is attending the school as a Year 12 or Year 13 student in the year of entry.

Note 3: Area of first priority

All Bristol community and foundation schools and Academies serve a designated geographical area known as the 'area of first priority'. Children living within these areas receive priority over those living outside when the geographical parts of the oversubscription criteria are being applied. Maps are available from Bristol LA.

Note 4: Tie-breaks

Where there are more applications than there are places remaining within a particular category, the direct line distance from home to school will be used as a tie-break. When the furthest distance to qualify for a place relates to a household containing two or more children for whom applications are being made (eg twins), the place will be offered to one child. The remaining child(ren) will be considered under the sibling criterion if further places become available.

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 a representative of the Academy's legal advisers

Distances will be measured using the LA's computerised mapping system

Operation of waiting lists

5. Where parents/carers indicate their wish to remain on a waiting list for the Academy, the waiting list will remain in operation for a full school year.

Arrangements for appeals panels

6. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education and Skills as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Academy will prepare guidance for parents about how the appeals process will work and will provide parents with a named contact who can answer any enquiries they may have about the process.

Arrangements for admitting pupils in year

The Academy is part of the Bristol coordinated in year admissions arrangements. This scheme applies to all applications for places in existing year groups from parents/carers resident in Bristol or with a confirmed move to Bristol at the time of the application.

Applications for Academy places from parents/carers resident in, or with a confirmed move to the Bristol area must be made on the common application form which is available from the Academy, the School Admissions Team or on the Bristol City Council/Children and Young People's Services website. The Academy will consider each application and make its decision taking into consideration efficient use of resources. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal.



ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

1. The Academy shall consult each year on its proposed admission arrangements.
2. The Academy will consult by 1 March:
 - a) Bristol LA;
 - b) All other admission authorities within the relevant area;
 - c) Bristol LA Admissions Forum
 - d) Admission authorities in neighbouring local authority areas
 - e) Any other governing body for primary and secondary schools (as far as not falling within paragraph b)), located within the relevant area for consultation.

Determination and publication of admission arrangements

3. Following consultation, the Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements and notify those consulted of what has been determined.

Publication of admission arrangements

4. The Academy will publish its admission arrangements each year once these have been determined, by:
 - a) sending copies to primary and secondary schools in Bristol LA;
 - b) sending copies to the offices of Bristol LA;
 - c) making copies available without charge on request from the Academy;
 - d) sending copies to public libraries in the Bristol LA for the purposes of being made available at such libraries for reference by parents and other persons.
5. The published arrangements will set out:
 - a) the name and address of the Academy and contact details;
 - b) a summary of the admissions policy, including oversubscription criteria;
 - c) a statement of any religious affiliation;
 - d) numbers of places and number of applications for those places in the previous year; and
 - e) arrangements for hearing appeals.



Representations about admission arrangements

6. Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult the Academy. Where the Secretary of State judges it appropriate, the Secretary of State may direct the Academy to amend its admission arrangements.

7. Those consulted have the right to ask the Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Academy and will then determine the Published Admission Number.

8. In addition to the provisions at paragraphs 22 and 23 above, the Secretary of State may direct changes to the Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

Proposed changes to admission arrangements by the Academy after arrangements have been published

9. Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify those consulted under paragraphs 17 – 18 above of the proposed variation and must then apply to the Secretary of State setting out:

- a) the proposed changes;
- b) reasons for wishing to make such changes;
- c) any comments or objections from those entitled to object.



Need to secure Secretary of State's approval for changes to admission arrangements

10. The Secretary of State will consider applications from the Academy to change its admission arrangements only when the Academy has notified and consulted on the proposed changes as outlined at 19 - 21 above.

11. Where the Academy has consulted on proposed changes, the Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to the Secretary of State any comments or objections from other admission authorities/other persons.

12. The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.

13. Records of applications and admissions shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

The Department for Education School Appeals Code (2012) can be made available on request.