



# Cathedral Primary School

## **DETERMINED ADMISSION ARRANGEMENTS for 2021/22**

Cathedral Primary School (CPS) is part of Cathedral Schools Trust who is the admission authority. CPS has an admission number of 60 pupils for entry into reception. The school will accordingly admit at least 60 each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

Applications for places at CPS will be made in accordance with the local authority's co-ordinated admission scheme.

### **Children with an Education, Health and Care Plan (EHCP).**

The school will admit any pupils with an Education, Health and Care Plan (EHCP) naming the school. Their parents should apply for a place via the service dealing with Special Education Needs in their home local authority and do not need to make an application on the common application form.

### **Consideration of Applications**

Priority will then be given to those children who meet the criteria set out below, in order;

#### **1. Looked after children and previously looked after children.**

Highest priority will be given to looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.

#### **2. Siblings**

Children who, on the date of application, will have a sibling on roll at Cathedral Primary School (Reception to Year 6). A sibling is defined as a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them permanently at the same address. For the avoidance of doubt this does not include cousins, other family members or friends. The school may require proof of relationship and/or proof of residence. The applicant's address is not taken into consideration under this criterion.

#### **3. Staff**

Next, priority will be given to children who are sons / daughters of employees of Cathedral Primary School. This will include all teaching and non-teaching staff, full and part-time working 28 hours or more per week during term-time and who have been employed permanently at the school for two or more years at the time at which the application for admission to the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a

demonstrable skill shortage. For the avoidance of doubt, the applicant's address is not taken into consideration under this criterion.

#### **4. Random allocation to other children living in Bristol postcode areas BS1 to BS16**

For all other children not falling into any of the above categories, random allocation will be used as a tie-break to decide the remainder of the places for children living in any of the following Bristol postcode areas BS1 to BS16. This process will be overseen by an independent body.

#### **5. Random allocation to all other children not living in Bristol postcode areas BS1 to BS16**

In the event of any places still available these will be allocated by random allocation to all other children living outside of the above postcode areas. This process will be overseen by an independent body.

#### **Tiebreak**

If in categories [1-5] above a tie-break is necessary to determine which child is admitted, random allocation will be used to decide who will be admitted and this process will be overseen by an independent body.

#### **Twins/Triplets**

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place, those siblings will be admitted over PAN.

#### **Applicant's Home address:**

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Please note, In categories [1-3] above, the applicant's address is not taken into consideration to determine whether a child meets these criteria.

#### **Deferred Entry for Infants**

Parent/carers offered a place in reception for their child have a right to defer entry, or take up a place part-time, until the start of term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred beyond the beginning of the final term of the school or until the next academic year. Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed

day). The prescribed days are 31st August, 31st December and 31st March.

### **Admission of children outside normal age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. All such requests will be considered on their merits and either be agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- Information about the child's academic, social and emotional development;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. The Admissions Committee along with the Head Teacher will then decide whether such an out-of-year group place will be agreed or refused. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of normal year group will be considered alongside other applications made at the same time.

### **Waiting Lists**

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the admission authority 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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria, in order of priority. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list

will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### **Appeals**

All applicants refused a place have the right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. The school will prepare guidance for parents/carers on how to appeal.

Information on the timetable for the appeals process is available on the school website: <http://www.cathedralprimaryschool.org/about-us/appeals>

### **Late Reception Applicants**

The school defines a “late applicant” as one that arrives after the deadline date for submitting their common application to the local authority (15th January). These applicants will not be included in the first round allocation process for reception places. Late applicants will be included in the second round of allocation if places becomes available.

### **Admission to other years**

CST is the admission authority and administers all in year applications for CPS. Parents/carers, seeking admission to a year group other than reception as the normal point of entry are able to make an in year application to the school.

Parents/carers should complete the on-line application form available on the school website or by requesting a form from the school. Parents/carers will be notified in writing, of the outcome of their in year application and have a right of appeal to an independent appeal panel if a place is refused. Parents/carers should indicate on the reply form, included with the notification letter, and return it to the school, if they wish their child’s name to be placed on the waiting list and/or appeal for a place.

Children’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. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added or leaves it.

Each in year application made to the school is only valid for the academic year in which it is made. Parents/carers will be required to make a fresh application for each new academic year.

The school will participate in Bristol City Council’s In Year Fair Access Protocol.

### **Notes - Home address:**

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child’s residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home

address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

**Registered Address**

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