

ADMISSION ARRANGEMENTS 2023/24

Hotwells Primary School became part of Cathedral Schools Trust (CST) on 1st July 2021. CST is the admission authority.

Admission Arrangements 2023/24 determined by Cathedral Schools Trust Feb 2022

Admission to Reception

Hotwells Primary School has a published admission number (PAN) of 30 pupils for entry into Reception. The school will accordingly admit at least 30 each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply.

Applications for places at Hotwells Primary School will be made in accordance with the local authority's co-ordinated admission procedure. Parents/carers apply via the common application form to their home local authority.

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. The places are reserved and the PAN will be reduced accordingly. 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. Children in care or children who were previously in care

Highest priority will be given to children in care or children who were previously in care at the time the application is submitted and will be allocated places in this category.

- i. 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.
- ii. 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).

Children in Care and Children Previously in Care are defined as;

i. Children in 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](#)

ii. Children previously in care

- this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders)
- child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order
- in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians)
- 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.

2. Siblings

Pupils who, on the date of application, will have a sibling on roll at Hotwells Primary School (Reception to Year 6) The term "sibling" means natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application. The school may require proof of relationship and/or proof of residence.

3. Allocation by Distance

Those children living closest to Hotwells Primary School as measured in a direct line from the home address to the school.

Home Address

A child's permanent home address, where he or she resides with a person with parental responsibility, or with a parent (as defined in Section 576 of the Education Act 1996). It is the address where the child spends the majority of the time. Documentary evidence may be required to confirm a child's home address.

The Admission 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 Admission 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 as a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided, the Admission Authority will determine the address to be used for allocating a school place.

Home to school distance

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. This point is also used for the My neighbourhood search - bristol.gov.uk information available on the Bristol City Council website.

Tie-breaks

Where there are more applications than there are places remaining within a particular category, siblings will be given priority. After this, direct line distance from home to school will be used as a tie-break and the distance measured using the point for the [My neighbourhood search - bristol.gov.uk](http://bristol.gov.uk) information available on the Bristol City Council website. Where two or more applicants cannot be separated, the offer of school place will be determined by random allocation; the drawing of lots, and will be overseen by an independent person.

Twins/Multiple birth

However, if children of multiple births (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

UK Service Personnel and Crown Servants

For UK Service Personnel and other Crown Servants, where possible, places may be allocated in advance of the pupils return to the UK provided the MOD, FCO or GCHQ have provided a letter declaring a return date and residency placement. Places may be offered and reserved up to one term in advance of the place being required. The address at which the child will live will be used when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address.

Children of UK service personnel admitted outside the normal admissions round will be admitted as 'excepted' children under Infant Class Size legislation.

Who can apply

Applications will be accepted for children who meet one or more of the following:

- they are resident in the UK
- they hold full British Citizen Passports
- they are from countries whose passports have been endorsed to show that they have the [right to abode](#) in this country

Applications for children who do not meet one of the above will not be accepted until the child is in this country.

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.

Delayed Entry for Infants

In addition, the parents of a summer born child (April 1st - August 31st) may choose not to send their child to school until 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 complete the form below to request that the child is admitted to another year group, and the reasons for that request;

[Application Form to request an out of normal year group admission/delayed reception admission](#)

Completed forms should be sent to the Admissions, Hotwells School, Hope Chapel Hill, Bristol, BS8 4ND or via email to: hotwellsp@bristol-schools.uk

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 request 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 the 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 in any year the school receives more applications for places than there are places available, a waiting list will operate until 31 December in the year of entry. 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. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria (1 - 3 above). 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.

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.

Late Reception Applications

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

In Year Applications

Parents/carers seeking admission for any year group, other than for the normal point of entry may make an application using the online application form on the school website.

The following applications will be treated as in-year admissions during 2023-24:

- applications for admission to Reception which are received after 1 September 2023
- all other applications for admission to Year 1 to 6.

Applications will not normally be considered in advance of the date the place is required, this will be approximately 35 days for those moving house, and 21 days for those not moving house. However, applications for admission in September 2023 can be made from June 2023.

Parents/carers will be notified in writing within 10 school days 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 [1 - 3].

Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria [1 - 3]. The waiting list will be reordered in accordance with the oversubscription criteria [1 - 3] 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. Children who are allocated to Hotwells Primary School in accordance with Bristol Local Authority's In-Year Fair Access Protocol, will be given precedence over children on the waiting list.

Admissions Timeline

Hotwells Primary School will use the following timetable for applications each year (exact dates within the months may vary from year to year).

By early September 2022 – the school will publish on its website information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in July 2022 for admission in September 2023). This will include details of open events for prospective pupils and their parents/carers to visit the school;

September 2022 - the local authority admission application process will open.

15th January 2023 – closing date for parents/carers to complete the common application form (CAF) via their home local authority (LA), which the LA provide and administer;

Offers will be sent to parents/carers on 16th April 2023 (or next working day) by the home local authority;

June/July 2023 - Appeals will be heard by an independent appeal panel administered by Bristol City Council on behalf of the school.

Registered Address

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