



Cathedral Primary School

ADMISSION ARRANGEMENTS 2023/24

Cathedral Primary School (CPS) is part of Cathedral Schools Trust who is the admission authority.

Admission to Reception

CPS has a published admission number (PAN) 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 on the common application form 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. 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. If after the initial allocation of places an application is received from a child with an EHCP, we will go over PAN to accommodate the child.

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 children¹

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

A 'looked after child' is one who is (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, in England.

¹ The wording in the category has been varied to make it compliant with the revised School Admissions Code 2021.

A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted."

Applications in this category must be supported by documentary evidence confirming the child's status. A signed letter from the child's current or former social worker confirming their status must be provided with your application. For children previously in care, confirmation that the child was in care to the local authority immediately prior to an adoption, child arrangements or special guardianship order being granted. A copy of the order must also be submitted with your application. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted must be provided together with a copy of the adoption order with your application. When assessing the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head at the Local Authority has already verified the child's status and the Admission Committee is able to confirm this with them, there will be no need for further evidence to be provided to the School.

2. Siblings

Next, children who, *on the date of admission*, will have a sibling on roll at Cathedral Primary School.

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. Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address the admission authority considers to be the address of the child for whom the application is made.

The definition of a sibling does not include cousins, other family members or friends. The admission authority may require proof of relationship and/or proof of residence. A sibling must be attending (or is expected by the admission authority to be attending) the primary school at the time of admission.

3. Staff Criterion²

Next, priority will be given to children of staff who are employed by Cathedral Schools Trust (CST) where their main place of work is Cathedral Primary School. This will include all teaching and non-teaching staff who;

- a. have been employed at the School for at least two consecutive years at the time at which the application for admission is made; or
- b. were recruited to fill a vacant post at the School for which there is a demonstrable skill shortage.

Notes;

- A School will be the staff member's main place of work if they are based there for at least 50% of their contracted hours each week during term time.
- Children of staff include their natural or adopted children, children placed with the staff member on a long term foster placement, their step-children (i.e. their spouse's children) and the children of their partner who live with them. In all cases, the child must live at the same permanent address as the staff member.
- A staff member is an employee of CST with a 'continuity of employment' contract who is full time, part time, teaching, leadership or support staff, and who will still be employed by CST in the September the child is admitted.

Parents applying for a place under this criterion should complete and submit the [Staff Supplementary Information Form \(SIF\)](#) to CST by 15th January 2023. Please note that the parent applying on the CAF to the home local authority should be the member of staff.

Completed forms should be sent to the Admissions Officer, Admissions, Cathedral Primary School, College Square, Bristol, BS1 5TS or via email to: admissions@cathedralschoolstrust.org

4. Other children living in Bristol local authority postcode areas BS1 to BS16

For other children not falling into any of the above categories, random allocation i.e the drawing of lots, will be used to decide the remainder of the places for children living in any of the following Bristol Local Authority postcode areas BS1 to BS16. This process

² The wording in the category has been varied to make it compliant with the revised School Admissions Code 2021.

will be overseen by an independent body.

5. Other children not living in Bristol local authority postcode areas BS1 to BS16

In the event of any places still available these will be allocated by random allocation i.e the drawing of lots, to other children living outside of the above postcode areas. This process will be overseen by an independent body. Note: applicants living in South Gloucestershire Local Authority whose postcode is BS15 or BS16 will be included in this category.

Tiebreak

If a tie-break is required in any of the above categories to decide who has priority for admission between two children, random allocation will be used. This process will be independently verified.

Twins/Multiple Birth

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.

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.

Applicant's 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.

For the avoidance of doubt, in categories [1-3] above, the applicant's address is not taken into consideration to determine whether a child meets these criteria.

Late Applications³

Applications submitted after the closing date will be considered as 'late' applications and will be dealt with at a later stage when all 'on time' applications have been processed. In very exceptional circumstances e.g. illness of a lone parent, a late application may be considered as on time if the application is made before 28 January 2023, the date the authority exchanges application details with other admission authorities as part of the coordinated admission process.

Deferred Entry for Infants

Parents/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

³ *The wording in the category has been varied to make it compliant with the revised School Admissions Code 2021.*

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. Requests for deferred/delayed entry 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 age group/delayed reception admission](#)

Completed forms should be sent to the Admissions Officer, Admissions, Cathedral Primary School, College Square, Bristol, BS1 5TS or via email to:

admissions@cathedralschoolstrust.org

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

Where in any year CPS receives more applications for reception places than there are places available, a waiting list will be maintained by CST until 31 December in the year of entry. Parents wishing to stay on the waiting list beyond this date will need to make a fresh application to the school using the in-year application form on the school website. Any parent will be able to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. For every added child to the waiting list, the list will be ranked again in line with the published admission criteria.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria, in order of priority, as set out in categories [1-5]. Where places become vacant they will be allocated to children on the waiting list in accordance with the published oversubscription criteria [1-5] above.

Children who are allocated to CPS in accordance with Bristol Local Authority's In-Year Fair Access Protocol, will be given precedence over children on the waiting list.

Admission to other year groups

CST is the admission authority and administers all in year applications for CPS. 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.

CST will consider all such applications and if the year group applied for has a place available, a place will be offered. 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.

A child's position on the waiting list will be determined solely in accordance with the

oversubscription criteria [1-5], 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 or leaves it. Waiting lists are terminated annually at the end of the academic year. A new application needs to be made each year.

Appeals

Parents/carers who are not offered a place for their child have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Parents/carers wishing to appeal should submit an appeal form with their written reasons within the timescale set out in their refusal letter confirming the admission authority's decision not to offer a place. Should an appeal be unsuccessful, the admission authority will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

For further information about the appeal process contact;
admissions@cathedralschoolstrust.org

Registered Address

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