



**Cabot**  
Learning  
Federation

Minerva  
Primary  
Academy  
Admissions  
Policy

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## **1 Policy Statement**

- 1.1 The purpose of this policy is to make clear the admissions process to Minerva Primary Academy
- 1.2 The Cabot Learning Federation (CLF) adheres to the statutory requirements and the principles outlined in the School Admissions Code [DfE December 2014], which all academies are required to adhere to via the Funding Agreement between Minerva Primary 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 City Council maintained primary schools.
- 1.4 More information about the CLF can be found on the website as follows:  
[www.cabotlearningfederation.net](http://www.cabotlearningfederation.net).

## **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 2017 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:
    - a. Bristol City Council LA
    - b. The Admission Forum for Bristol City Council LA
    - c. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Bristol City Council LA.
    - d. 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.
    - e. 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

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

	Admission in September 2017	Admission in September 2018	Admission in September 2019
Consultation period for changes to the Admissions Policy	6 weeks between 1 October 2015 and 31 January 2016	6 weeks between 1 October 2016 and 31 January 2017	6 weeks between 1 October 2017 and 31 January 2018
The CLF must determine admission arrangements by	28 February 2016	28 February 2017	28 February 2018
The CLF must publish the appeals timetable by	28 February 2016	28 February 2017	28 February 2018
The CLF must notify the LA of the arrangements and publish them on the website by	15 March 2016	15 March 2017	15 March 2018
Applications from parents/carers close	Secondary: 31 October 2016 Primary: 15 January 2017	Secondary: 31 October 2017 Primary: 15 January 2018	Secondary: 31 October 2017 Primary: 15 January 2018
Offers made to parents/carers on National Offer Day*	Secondary: 1 March 2017 Primary: 16 April 2017	Secondary: 1 March 2018 Primary: 16 April 2018	Secondary: 1 March 2019 Primary: 16 April 2019
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

weekend or bank holiday.

## 3 Process of Application

3.1 Applications for places at the Academy will be made in accordance with Bristol City Council 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/primary-admissions>. Alternatively, parents/carers can contact the Academy who will provide them with a copy of the form.

#### **4 Published Admissions Number**

- 4.1 Minerva Primary Academy has a PAN of 60 places in Reception Year (Year R), leading to a total number of 420 places across Years R to 6 when at full capacity.

#### **5 Consideration of Applications**

- 5.1 The Local Authority will consider all application for places. Where fewer than 60 applications are received, the Local Authority will offer places to all those who have applied.

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

- 6.1 Children with Statements of SEND or 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 a Statement of SEND or 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 Statements of SEND or 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.
- 1) Children in Care or children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order.
  - 2) Siblings
  - 3) Geographical considerations
  - 4) Tie-Breaks

## **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 Local Authority Admission Scheme.

## **9 In Year Admissions**

- 9.1 The Academy is part of the Bristol Local Authority 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.

## **10 Waiting List**

- 10.1 The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list.

## **11 Feeder Schools**

- 11.1 The CLF does not operate a feeder primary academy policy for admissions to a secondary academy and therefore attendance at a federation primary academy does not guarantee a place at a particular federation secondary academy. The exception to this is King's Oak Academy which is an all-through provision.

## **12 Selection based on aptitude or ability**

Minerva Primary Academy does not reserve any places for selection of students based on aptitude or ability.

### **13 Appeals**

- 13.1 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 and 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.
- 13.2 The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals.
- 13.3 Parents will normally have 20 school days after notification of a place not being offered to lodge an appeal.
- 13.4 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 7 calendar days before the appeal hearing.
- 13.5 Parents/carers will be given 14 calendar days' notice of the appeal hearing, unless they agree to a shorter period of notice.
- 13.6 The decision of the Appeal Panel will be communicated in writing as soon as possible after the hearing has been concluded and within 14 calendar 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 City Council

#### **Admission Arrangements for 2017/18 school year for first admission to Community and Voluntary Controlled Infant and Primary Schools in Bristol**

Where there are more applications than places available at a Community or Controlled School, allocations will be made in the following order of priority as set out in sections 1, 2, and 3 below.

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'.

Priority is not given to first preferences. We aim to meet the highest preference possible for every applicant by applying the published oversubscription criteria equally to all applications for a school.

1. **Children in Care** or children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order.

- Children in care are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.

#### 2. **Siblings**

- Where there are siblings in attendance at the preferred school or paired junior school and who will still be on roll in the year of entry.

- Sibling refers to brother or sister, half brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

#### 3. **Geography**

Children living closest to the school as measured in a direct line from the home address to the school.

- The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996 (documentary evidence may be requested). If a child regularly lives at more than one address the LA will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.

Home to school distances will be measured in a direct line from a point on the home address as held by the Local Authority to a central point within the main school building using the Local Authority's computerised mapping system.

#### 4. **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.

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 member of staff from the Legal Division of Bristol City Council.

Distances will be measured in a straight line from the child's home address to the school, using the Local Authority's computerised measuring system.

Special Educational Needs



Children with Statements of Special Educational Needs follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements. Other children without a Statement of SEN will be subject to the general admission arrangements.