



Procedure for In Year Admissions during the School Year 2008/2009

1. Parents who wish to apply for a school place for their child at a Community or Controlled School in Bristol at any time during the academic year should apply to the School Admissions Team or the individual school regarding the availability of places and how to apply.
2. If the school has places within the relevant year group, a place will be offered and admission arranged between the school and the applicant.
3. There is an expectation that schools with available places will be able to arrange admission within 4 school weeks of the date of application.
4. Local Authorities (LA) have a duty to find a suitable placement for a Child in Public Care within a maximum time limit of twenty school days. All applications for a school place for a child in care should be processed through the School Admissions Team even where the preference is for a voluntary aided or foundation school or Academy. In certain circumstances, a Child in Care may be admitted to a community or controlled school even though the school is fully subscribed in the relevant year group. The governors of a school which is its own admission authority may also decide to admit a child in care even though the relevant year group is full.
5. The LA may decide to place a Traveller child in a community or controlled school even though the school is fully subscribed in the relevant year group if the child is not expected to be in the area for any length of time and there are no other places available in the vicinity of the child's temporary address.
5. Where a child has been permanently excluded from two or more schools, parents can still express a preference for a school place but the requirement to comply is removed for a period of two years from the date on which the second exclusion took place.
6. In very exceptional circumstances, the LA may decide to refuse to offer a place to a particularly challenging child where there are places available where a school has a particularly high concentration of pupils with challenging behaviour or previously excluded children, or the child is particularly challenging and one or more of the following exceptional circumstances exists, namely that the school
 - a) requires special measures or has recently come out of them (within the last two years);
 - b) has been identified by Ofsted as having serious weaknesses or requiring significant improvement and therefore given 'notice to improve';
 - c) is subject to a formal warning notice;
 - d) is a Fresh Start school or Academy open for less than two years;or

- e) is a secondary school where less than 30% of children are achieving 5 or more GCSEs at grades A*-C, or a primary school where fewer than 65% of pupils achieve level 4 or above at Key Stage 2 in both English and mathematics for four or more consecutive years.

In these circumstances, the parent will be notified of the decision to refuse a place by the LA and will be offered an alternative school place.

7. In the event of a school having more applicants for a place than places available, the LA will allocate the available place(s) according to the published oversubscription criteria.
8. If the school is full in the relevant year group, application should be made in writing on the appropriate form to the School Admissions Team.
9. If the LA is unable to offer a place once the application has been considered, the parent will have the right to appeal for a place at the preferred school(s).
10. The LA will offer a place at the next nearest community or controlled school with a place available if the child is resident in Bristol. A place may be offered at a voluntary aided or foundation school or Academy where agreed with that admission authority.
11. The LA does not operate waiting lists for in year admission to school. Where an applicant has been refused admission to a school but still wishes to be considered for a place should one become available, they should maintain contact with the school concerned. Applicants should agree with the individual school the frequency of contact. If a place does become available, the place will be allocated by the LA in accordance with the published criteria and not according to the length of time an applicant has been waiting for a place.
12. Where a school is named in a child's Statement of Special Educational Needs, the admission authority is legally required to admit the child to the school.
13. Where the child does not have Statement of Special Educational Needs, any appeal for a place would be to an Independent Appeal Panel. Where the child does have a Statement of Special Educational Needs, the appeal is to the Special Educational Needs and Disability Tribunal.
14. Where an applicant is moving into the area, the LA will not normally proceed with an application for a school place until the applicant can provide details of a proposed address within Bristol. A place at a particular school may be reserved for up to 4 weeks pending receipt of written evidence of a move. Examples of evidence required would be proof of exchange of contracts, a rental agreement, or a letter from an employer or service person's Commanding Officer, confirming details of relocation. A firm offer of a school place could then be confirmed.
15. Applications on behalf of children currently living outside the UK will not normally be considered until the children are resident in the country. Exceptions to this might be instances where the children are of parents returning from foreign postings, such as service personnel, Crown Servants and diplomats.

16. Once a place at the preferred school is offered, the place should be taken up within 4 school weeks of the date of the offer.
17. Pupils considered 'Hard to Place' allocated a school place in accordance with the Fair Access Protocol may be allocated a place over and above a school's admission number in the relevant year group. This is to ensure that all schools admit a more even share of pupils considered 'Hard to Place'.
18. Pupils placed in a school as a result of a successful negotiated transfer will be placed on the receiving school's roll over and above the admission number if necessary.