



## Henleaze Junior School Admissions Policy 2023-24

### Introduction

Applications to attend Henleaze Junior School are welcomed from all families.

The School's Admission policy and arrangements comply with the [School Admissions Code 2021](#) and the [Bristol City Council Coordinated Admissions Schemes](#).

Children already attending Year 2 of Henleaze Infant School will automatically be entitled to transfer to the Year 3 age group of Henleaze Junior School unless it is the wish of the parents that they transfer to a different school.

The school has a Published Admission Number (PAN) of 90 pupils for entry to Year 3 classes. Accordingly, 90 pupils will be admitted in the relevant age group each school year provided that sufficient applications for places are received. If fewer than 90 applications are received all applicants will be admitted.

### Over-Subscription Criteria for Henleaze Junior School

Should the School be oversubscribed, initial allocations will involve only those applications submitted by 15 January 2023 and will be made using the following criteria which are given in order of priority.

Henleaze Junior School will offer places, in accordance with its admissions policy by 19 April 2023. Parents and carers must reply to offers by 3 May 2023.

The oversubscription criteria are as follows:

#### 1. Children in public care

Children in Care or children who were previously in Care but immediately after being in Care became subject to an adoption, child arrangement order, 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.

#### Special Educational Needs

Children with Statements of Special Educational Needs or an Educational Health Care Plan (EHCP) follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements. Children with the Academy named in their Statement or EHCP will be admitted.

Other children without a Statement of SEN or an EHCP will be subject to the general admission arrangements.

#### 2. Siblings

Any children who have a sibling already at Henleaze Infant or Henleaze Junior School who will still be on roll in the year of entry.

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

- Multiple Births

The School will endeavour to admit siblings born at the same time (eg twins, triplets etc). If necessary the school will admit over its PAN to accommodate such children.

### **3. Geographical considerations**

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

- Home Address

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. If a child regularly lives at more than one address the Governing Body 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 verified home address as held by the Local Authority to a central point within the main school building using the Department for Education's computerised mapping system, based on postcodes.

- 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. When the furthest distance to qualify for a place relates to a household containing two or more children for whom applications are being made (eg twins), the place will be offered to one child. The remaining child(ren) will be considered under the sibling criterion if further places become available.

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 an independent party.

### **Applications at Other Times of the Year (In-Year Applications)**

Children wishing to apply for a place after the normal admissions round will need to complete an [application form](#). The completed form must be returned to Henleaze Junior School. The Governing Body will consider the application in line with the schools admissions policy. Where the school is oversubscribed, the school will inform parents of the right to appeal and the appeal process.

### **Deferred or delayed entry to the school**

All children will be considered on an individual basis, in the best interest of the child, taking into account the views of parents, professionals (e.g. medical) and the head teacher together with information concerning academic, social and emotional development.

### **Waiting Lists**

When a place at Henleaze Junior School cannot be offered, parents/carers can request that their child's name is placed on a waiting list.

The child's name will be retained on the waiting list until the end of the academic year. If a place becomes available at the school, the place will be offered in accordance with the published oversubscription criteria and not the length of time a child's name has been on a waiting list. Names will be removed from the list on request, or if the offer of a place is not accepted within 10 days of the date of the offer. Positions on waiting lists may change due to new applications received.

Placing a child's name on a waiting list does not affect the parents' right of appeal against an unsuccessful application.

### **Appeals Procedure**

Parents/Carers have a right of appeal to an independent panel against any decision made by the governors regarding the admission of their child.

Information about the appeal procedure will be provided when an application for a place at Henleaze Junior School has been refused by the Governing Body.

Please read in conjunction with Bristol City Council Admissions Policies which give further information including:

- When the academy has the right to withdraw an offered place.

Contacts:

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<https://www.bristol.gov.uk/schools-learning-early-years/school-admissions>