

## **DETERMINED OVER-SUBSCRIPTION CRITERIA FOR ADMISSION TO OVER-SUBSCRIBED COMMUNITY AND VOLUNTARY CONTROLLED INFANT/JUNIOR/PRIMARY AND SECONDARY SCHOOLS IN SOUTH GLOUCESTERSHIRE FOR SEPTEMBER 2024/2025 ADMISSIONS**

Should a community or voluntary controlled school be over-subscribed (i.e. if there are more applications than places available), initial allocations will be made according to the following criteria; these are listed in order of priority and will be applied to all applications received by the published closing date for applications.

### **INFANT/JUNIOR/PRIMARY SCHOOLS (including bulk Reception Year Admissions)**

### **SECONDARY SCHOOLS (Including bulk Year 7 Admissions)**

#### **Children with an Education, Health and Care Plan which names the school**

Children with an Education, Health and Care Plan (EHC Plan) are placed in schools through the arrangements set out in the SEN Code of Practice and associated regulations and not the general school admission arrangements. Admission authorities are required by Section 324 of the Education Act 1996 to admit a child with an EHC Plan that names the school, even if the school is full. Parents of children with an EHC Plan should contact their child's casework officer for any further information.

1. **Children in public care\*** are those who are in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22 of the Children Act 1989) at the time of making an application to a school. In South Gloucestershire, these children are referred to as children in public care.

**Children previously in public care\*** are those who were looked after, but ceased to be so because they were adopted<sup>1</sup> (or became subject to a child arrangement order<sup>2</sup> or special guardianship order<sup>3</sup>).

**Internationally adopted previously looked after children\*** are those who appear<sup>4</sup> to South Gloucestershire Council to have been in state care outside England and ceased to be in state care as a result of being adopted.

\* Documentation will need to be provided to South Gloucestershire Council as proof of care status.

<sup>1</sup> Under the terms of the Adoption Act 1976 and the Adoption and Children's Act 2002.

<sup>2</sup> Under the terms of the Children Act 1989 and the Children and Families Act 2014.

<sup>3</sup> Section 14A of the Children Act 1989.

<sup>4</sup> Evidence will need to be provided that the child was in state care outside of England, if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole

or main purpose is to benefit society. Note: The applicant will be responsible for providing certified copies of any relevant foreign language documents into English.

2. **Local siblings:** In South Gloucestershire children are defined as local siblings if:

- they live within the APR (Area of Prime Responsibility); **or**,
- where there is no APR, local siblings will be deemed to be those living up to a maximum of three miles from school by straight line measurement; **or**,
- where the distance is over three miles but the school is still the nearest school;

**AND**

- they are full or half brother or sister; **or**
- they are adoptive brother or sister; **or**
- they are children of the same household;

**AND**

- the sibling is already in attendance at the preferred school and will be in attendance at the time of admission (statutory school age only).

For the purposes of the local sibling criterion, a paired infant and junior school will be treated as one school.

For the purposes of the local sibling criterion, a brother or sister of a child previously admitted to a school through an EHC Plan will be treated as a local sibling regardless of the home address.

Please note that the offer of a place at any particular school does not guarantee an offer of a place for a sibling at a later date. Different authorities will vary in the priority that they give to siblings.

3. **Geographical considerations: Children living within the APR:** Where there are more applications for children living within an Area of Prime Responsibility than places available, priority will be given to applications from within the defined area who live closest to the preferred school. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using the local authority's computerised mapping system.

In the case of South Gloucestershire infant and primary schools which do not have Areas of Prime Responsibility, places will be allocated to those children living closest to the school. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using the local authority's computerised mapping system.

4. **Out of area siblings: siblings living outside the APR for the school:** In South Gloucestershire children are defined as out of area siblings if they live outside the Area of Prime Responsibility for the school;

**AND**

- they are full or half brother or sister; **or**
- they are adoptive brother or sister; **or**
- they are children of the same household

**AND**

- the sibling is already in attendance at the preferred school and will be in attendance at the time of admission (statutory school age only).

For the purposes of the out of area sibling criterion, a paired infant and junior school will be treated as one school.

Please note that the offer of a place at any particular school does not guarantee an offer of a place for a sibling at a later date. Different authorities will vary in the priority that they give to siblings.

**5. Geographical Considerations; Children living outside the APR for the school:** Where there are more applications for children living outside an Area of Prime Responsibility than places available, priority will be given to applications from those who live closest to the preferred school. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using the local authority's computerised mapping system.

**6. Tie breaker:** Where it does not prove possible to resolve allocations to an over-subscribed school by the application of criteria 1-5, any remaining places will be allocated by drawing lots. Lots will be drawn by a senior officer of South Gloucestershire Council who is independent of the school admissions process.

**Please note:** Within the priority categories 1-5, if there are more applicants than places available priority will be given on the basis of closeness to the school. In determining which applicants live closest to school, distances from home to school will be measured in a straight line between the address point of the child's home and a central point within the main school building. Applications for assistance with transport will be assessed using the nearest available walking route.

### **Home Address**

The home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s). South Gloucestershire Council cannot accept an address of a business, relative, friend, childminder, a temporary address or an address of a house it is intended to move to or one that is not yet habitable. Where a tenancy agreement of less than 6 months is provided as evidence of residency South Gloucestershire Council reserves the right to seek additional evidence to confirm commitment to the local area. The only exceptions are for children of UK service personnel for whom special arrangements apply.

South Gloucestershire Council reserves the right to seek documentary evidence to support a claim of residence.

Where the child spends time with each parent/carer equally at two different addresses, South Gloucestershire Council will ask for proof of the arrangements and will determine the appropriate address to be used in allocating a school place. In reaching this decision, evidence may be requested to show the address to which any child benefit or universal credit is paid. Any other evidence provided by

parents/carers which may include a Specific Issue Order will also be considered in reaching a decision on the home address for school admissions purposes.

## **Parental Disputes**

South Gloucestershire Council can process only one application per child from one address for a school place. It is therefore important that parents/carers sharing responsibility for a child, and a child living at more than one address, agree on the application for a school place.

South Gloucestershire Council is unable to resolve parental disputes and if the parents/carers do not agree, or submit more than one application, the allocation of a school place may be delayed until an agreement is reached.

Where parental dispute occurs after National Offer Day, following a change of circumstances for either parent/carer, then a Specific Issue Order will be required to determine any change of preferred school(s).

## **Admission to all Year Groups during the School Year 2024/2025**

All other applications for places for South Gloucestershire community and controlled primary schools during the year 2024/2025, including those to other year groups, will be considered using the criteria set out at the beginning of the section in accordance with the in-year admission arrangements.

## **Children of Multiple Births**

Applications for school places for twins and children of multiple births are, legally, individual applications and will be considered within the admission criteria and places available.

Where a child(ren) whose twin or sibling from a multiple birth is admitted, otherwise than as an excepted pupil to an infant or primary school, the other child(ren) will be considered under the admission criteria as exceptions to the infant class size regulations where relevant.

Where a child(ren) whose twin or sibling from a multiple birth is admitted to a secondary school, the other child(ren) will be considered under the admission criteria but normally admitted.

Where a child(ren) whose twin or sibling from a multiple birth is admitted to a school through an EHC Plan, the child(ren) will normally be offered a place at that school.

## **Children of UK Service Personnel (UK Armed Forces)**

South Gloucestershire Council recognises the particular needs of children of UK service personnel (UK armed forces). The Council ensures that the needs of these children are taken into account by:

- allocating a school place in advance if the application is accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering address.
- accepting a Unit postal address, or, if appropriate, a quartering area address (the address of the closest house in the relevant quartering area), for applications from service personnel in the absence of a new home postal address. A quartering address will be used only where the housing authorities confirm in writing that a house will be offered in the area.
- accepting a late application from UK service personnel as 'on time' where a notification of posting has been received after the closing date and before the date of exchange of information with other admission authorities.
- considering an application on the criterion of 'local sibling' where another child in the family has been offered a place at the preferred school and the Unit postal address or quartering address is within the Area of Prime Responsibility for the preferred school.
- wherever possible, children of UK service personnel will be offered a place at the preferred local school but taking into account the admission number for the school.

### **Attendance at a Nursery Class or Co-located Children's Centre**

Where a child attends a nursery class or children's centre located on a school site, parents/carers will still need to apply for a school place. Attendance at a particular nursery class or children's centre does not guarantee a place at a particular infant or primary school or give a child any higher priority for a place. A separate application must be made for transfer from nursery provision to primary school.

### **Primary Schools in South Gloucestershire with Resource Bases**

Placement at Special Resource Bases is decided centrally by the Department for Children, Adults and Health on the basis of a statutory assessment leading to an EHC Plan. Children placed at a Resource Base will be offered a place within the admission number. The aim of the department is for inclusion in mainstream activities wherever possible.

### **Waiting Lists**

Where any school has been over-subscribed in the normal admissions round and places have been refused to some applicants a waiting list will be maintained for any vacancies which subsequently occur in the school.

All waiting lists will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list.

Waiting lists will be maintained for bulk entry into Reception Year and Year 7 until 31 December 2024, parents will then be given the opportunity to remain on the waiting list for the remainder of the academic year.

**ADMISSION NUMBERS 2024-25**  
**COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS**

School Name	Admission Number
Abbotswood Primary	60
Alexander Hosea Primary	30
Almondsbury CE Primary	45
Bailey's Court Primary	60
Barley Close Community Primary	30
Barrs Court Primary	45
Beacon Rise Primary	90
Blackhorse Primary	60
Bowsland Green Primary	30
Broadway Infant	60
Bromley Heath Infant	60
Bromley Heath Junior	60
Cadbury Heath Primary	30
Cherry Garden Primary	30
Christ Church CE Infant	75
Christ Church CE Junior	75
Christ Church CE Hanham Primary	30*
Coniston Primary	30
Courtney Primary	30
Crossways Infant	60
Crossways Junior	60
Elm Park Primary	30
Emersons Green Primary	30
Frampton Cotterell CE Primary	45
Frenchay CE Primary	30
Gillingstool Primary	30
Hambrook Primary	30
Hanham Abbots Junior	90
Hawkesbury CE Primary	15
Iron Acton CE Primary	15
Kings Forest Primary	60
Little Stoke Primary	30
Longwell Green Primary	60
Mangotsfield CE Primary	90
The Manor CE Primary	30
Manorbrook Primary	30
Marshfield CE Primary	20
North Road Primary	15

<b>School Name</b>	<b>Admission Number</b>
Old Sodbury CE Primary	15
Oldbury-on-Severn CE Primary	11
Olveston CE Primary	30
The Park Primary	90
Parkwall Primary	30
Pucklechurch CE Primary	30
Rangeworthy CE Primary	10
Raysfield Primary	60
Redfield Edge Primary	30
The Ridge Junior	60
St Andrew's CE Primary	10
St Anne's CE Primary	60
St Barnabas CE Primary	30
St Chad's Patchway CE Primary	30
St Helen's CE Primary	30
St John's Mead CE Primary	45
St Michael's CE Primary Stoke Gifford	90
St Michael's CE Primary Winterbourne	30
St Peter's Anglican/Methodist VC Primary	30
St Stephen's Infant	90
St Stephen's CE Junior	90
Samuel White's Infant	90
Shield Road Primary	30
Stanbridge Primary	60
Staple Hill Primary	45
Tortworth Primary	14
Trinity CE Primary	15
The Tynings Primary	60
Watermore Primary	60
Wellesley Primary	30
Wheatfield Primary	60
Wick CE Primary	30

\* With effect from September 2024:

Christ Church CE Hanham Primary - Reduced from 60 to 30

Note: Admission numbers for own admission authority schools i.e. academies and voluntary aided will be published by individual academies and voluntary aided schools with their admission arrangements.

**ADMISSION NUMBER 2024-25**  
**COMMUNITY AND VOLUNTARY CONTROLLED SECONDARY SCHOOL**

<b>Secondary School</b>	<b>Status</b>	<b>Admission Number</b>
Brimsham Green	Community	210

Notes: Brimsham Green School has a First Area of Responsibility for admissions and an Area of Prime Responsibility (APR) for admissions. Within the places available, priority in admission will be given to children living in the First Area and then to children living in the APR in accordance with the admission criteria.

Distances from home to school are measured in a straight line from the address point of the child's home and a central point within the main school building using South Gloucestershire Council's computerised mapping system.

## **POST 16 ADMISSION ARRANGEMENTS FOR ADMISSION TO COMMUNITY AND VOLUNTARY CONTROLLED SECONDARY SCHOOLS IN SOUTH GLOUCESTERSHIRE FOR SEPTEMBER 2024/25**

- applications will be considered for admission at the age of 16+. These should be made direct to the school;
- the school will publish specific minimum academic achievement requirements for admission to post 16 provision. These criteria will be the same for both internal and external transfers
- where the number of applications exceeds the number of post 16 places available at individual schools, and after admission of any students with an Education, Health and Care Plan naming the school, priority will be given in accordance with the over-subscription criteria set for admissions to the school at 11+ years;
- in the case of applicants in public care, previously in public care or internationally adopted previously looked after children, the applicant must meet any set academic criteria;

Parents/carers are advised to check the number of post 16 places and the courses available with individual community and voluntary controlled schools.

Under the School Admissions Appeal Code there will be a right of appeal to an independent appeal panel for unsuccessful applicants for a sixth form place, both internal and external.