

SOUTH GLOUCESTERSHIRE IN-YEAR ADMISSION SCHEME FOR THE ACADEMIC YEAR 2025/2026 - COMMUNITY AND CONTROLLED SCHOOLS

The relevant area for all South Gloucestershire schools is the South Gloucestershire Local Authority administrative area.

The scheme will apply to all applications from parents/carers for in-year admission to Schools and Academies located in South Gloucestershire.

The Local Authority is the Admission Authority for all community and controlled schools.

The relevant Academy Trust is the Admission Authority for an Academy.

The individual school's Governing Body is the Admission Authority for individual foundation and voluntary aided schools.

Applications

South Gloucestershire Council will provide a suitable form for parents/carers to complete when applying for a school place outside the normal admissions round which can be used for application to any School or Academy within the Local Authority area.

Own Admission Authority schools (Academies, Voluntary Aided and Foundation Schools) may also require parents/carers to complete a supplementary information form to enable the school to collect additional information in order to apply their over-subscription criteria.

Parents/carers applying for in-year admission to a community or controlled **primary** school in South Gloucestershire should apply on-line through the South Gloucestershire Council website or print and complete the application form available to download on the South Gloucestershire Council website and return it to the email or postal address indicated on the form. In-year applications for community and controlled **secondary** schools should be made direct to the individual school.

Applications for Academies, Voluntary Aided and Foundation Schools (own Admission Authority schools) should be made direct to the individual school. A list of Academy schools for whom the local authority administer applications for, will be available on the in-year admissions page of the Council website.

Own Admission Authority schools will, on receipt of an in-year application, notify the Local Authority of both the application and its outcome. The Admission Authority **must** inform parents/carers of their right of appeal against the refusal of a place.

Community and controlled secondary schools will, on receipt of an in-year application, notify the Admissions and Transport Team of South Gloucestershire Council of both the application and its outcome and inform the parent/carer of their right of appeal against the refusal of a place.

Where an application for an Academy or Voluntary Aided or Foundation School is received by the Local Authority in error, the application will be forwarded to the relevant Admission Authority without delay.

When the Local Authority receives an application form for a primary school place where an Academy, Voluntary Aided or Foundation School is named as a 2nd or 3rd preference a copy of the application form will be forwarded to the Academy or School within 5 school days if the community or controlled school cannot be offered.

Where an Academy, Voluntary Aided or Foundation School receives an application form where another school is named as a lower preference, a copy of the application form will be forwarded to the relevant Admission Authority (Academy, Voluntary Aided or Foundation School or South Gloucestershire Council as the Admission Authority for community and controlled schools) within 5 school days if a place cannot be offered.

Consideration of Applications and Allocation of Places

Applications for school places will be considered in accordance with the published admission criteria for the school under an 'equal preference' system which means that all preferences will initially be considered equally regardless of ranking.

Where a child can be offered a place at more than one school, the final offer will be the highest ranked school with a place available.

South Gloucestershire Council will aim to notify parents/carers of the outcome of their application for community and controlled primary schools within 15 school days of receipt of the application.

Parents/carers will be expected to respond within 2 school weeks of the offer of a place at a community or controlled primary school otherwise the offer of a school place may be withdrawn.

Where a parent/carer has been offered a place for their child in a community or controlled school, they will be expected to take up the offered place within 4 school weeks otherwise the offer of a place may be withdrawn.

Where a place has been withdrawn this will be confirmed in writing.

In the case of a parent/carer being refused a place at their preferred school(s), they will be informed of their right of appeal.

If a suitable school place cannot be secured using the normal admission arrangements, a school place may be identified in accordance with South Gloucestershire Council's Fair Access Protocol. The Fair Access Protocol does not override a parent/carer's right to express a preference for a school nor a parent/carer's right of appeal for a preferred school (except in very limited circumstances). However, there is no duty for Local Authorities or Admission Authorities to comply with parental preference when allocating places through the Fair Access Protocol.

Waiting Lists

Where a place at a preferred community or controlled school cannot be offered, parent/carers may request that their child's name is placed on a waiting list. The waiting list for community and controlled schools will be maintained until the end of the academic year for which the application was received and then discarded.

If a place becomes available at a community or controlled school, the place will be offered in accordance with the published over-subscription criteria and not by reference to the length of time a child's name has been on a waiting list.

If the Local Authority, after using all advised contact details, is unable to contact a successful applicant for a place within 2 school weeks, the available place will be offered to the next child to qualify for a place. Where an applicant decides to place their child(ren)'s name on a waiting list, it is the responsibility of the applicant to keep the Local Authority informed of updated contact details.

Community or controlled secondary schools will maintain their own waiting list.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on a waiting list.

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 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).

General Information

Parents/carers can make enquiries concerning the availability of school places within the administrative area of South Gloucestershire by contacting South Gloucestershire Council Admissions and Transport Team. Own Admission Authority schools will, on request provide information to the Local Authority on the availability of school places.

An offer of a school place may be withdrawn in some circumstances:

- where the application was intentionally misleading or fraudulent; or
- where a parent/carer has not responded to the offer within a reasonable time; or
- where it is possible to offer a higher named preference;
- where an error has been made by the local authority in offering the place.

Once an Admission Authority has determined its admission arrangements, a copy will be published on the website and displayed on that website for the whole offer year (the academic year in which offers for places are made).

Children with Education and Health Care Plans are placed in schools through the arrangements set out in the SEN Code of Practice and associated Regulations and not the general admission arrangements.