

Henleaze Junior School



Admissions Policy 2025 - 26

Review

| Review Cycle | Last reviewed: | Next review: |
|--------------|---|--------------|
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Equalities Statement

We are committed to anti-discriminatory practice and recognise children and families' diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face. With regards to safeguarding, we will consider our duties under the Equalities Act 2010 in relation to making reasonable adjustments, non-discrimination and our Public Sector Equality Duty.

Safeguarding statement

Henleaze Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, in accordance with the school's [Safeguarding Policy](#).

1. Aims

1.1. This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

2.1. This policy is based on the following:

- [School Admissions Code](#)
- [School Admission Appeals Code](#)
- [School admission arrangements \(bristol.gov.uk\)](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

2.2. This policy complies with our funding agreement and articles of association.

3. Definitions

3.1. The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

3.2. **Children in care** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by that authority under section 22 of the [Children Act 1989](#)

3.3. **Children previously in care** are children who were in care, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

3.4. Children in Care and Children Previously in Care are sometimes referred to as Looked After and Previously Looked After Children.

3.5. A child reaches **compulsory school age** on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

4.1. Children who are on roll at Henleaze Infant School do not need to apply. They are automatically entitled to a place. A place will be offered and reserved for them until such time as parents confirm in writing that they do not wish to accept the offer.

4.2. The following applies to applications for places in Year 3 from children attending other schools in Year 2.

- 4.3. For applications in the normal admissions round you should use the [application form](#) on the school website.
- 4.4. If you are unable to access the online form, a hard copy can be obtained from the school on request.
- 4.5. You may also use the application form provided by your home local authority to express your preference for a minimum of 3 state-funded schools, in rank order (regardless of which local authority the schools are in).
- 4.6. Applications submitted to the local authority will be passed on to the school, and you will then be asked to complete the school's [application form](#).
- 4.7. You will receive an offer for a school place directly from the school.
- 4.8. Applications must be received by the [national application deadline](#) in order to qualify for an offer on the [national offer date](#) for primary. Applications received after the national application deadline will only be considered after the national offer date.

5. Requests for admission outside the normal age group

- 5.1. Parents are entitled to request a place for their child outside of their normal age group.
- 5.2. Parents will be required to provide details of their reasons for requesting a place outside the normal age group and references will be sought from previous schools or other relevant agencies.
- 5.3. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:
 - Parents' views
 - Information about the child's academic, social and emotional development
 - Where relevant, their medical history and the views of a medical professional
 - Whether they have previously been educated out of their normal age group
 - Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
 - The headteacher's views
- 5.4. Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.
- 5.5. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1. Admission number

From September 2024 onwards the school has a Published Admission Number (PAN) of 60 pupils for entry to Year 3 classes. Accordingly, 60 pupils will be admitted in the relevant age group each school year provided that sufficient applications for places are received. If fewer than 60 applications are received all applicants will be admitted.

6.2. Children in public care

6.2.1. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. Applicants can provide evidence demonstrating their child was previously in care to an institution acting as a Local Authority, or an organisation that supports the best interests of the community/child. In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child, confirming that they were looked after immediately prior to that order being made, or such evidence that demonstrates a child was in state care outside of England prior to being adopted.

6.3. Children on roll in Year 2 at Henleaze Infant School

6.3.1. 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.

6.4. Special Educational Needs

6.4.1. Children with 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.

6.5. Applicants from other schools in the normal admissions round

6.5.1. Henleaze Junior School will offer places, in accordance with its admissions policy on the [national offer day](#).

6.5.2. Henleaze Junior School may make a provisional offer prior to the national offer day, subject to confirmation on the national offer day.

7. Oversubscription criteria

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

7.1.1. Looked after children and previously looked after children

7.1.2. Children on roll at the end of Year 2 in Henleaze Infant School

7.1.3. Siblings

7.1.3.1. 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.

7.1.3.2. 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.

7.1.4. Multiple Birth

7.1.4.1. 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.

7.1.5. Geographical considerations

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

- 7.1.5.2. The home address is where the child spends the majority of their 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.
- 7.1.5.3. Henleaze Junior School will not accept more than one address as the child's home address. Where a child regularly lives at more than one address Henleaze Junior School will have to reach a conclusion about which should be counted as the main address when allocating places, taking relevant evidence into account. Normally this will be the address where the child is registered with a medical GP. Where parents or carers are living separately and do not agree on the child's home address, they are urged to reach an agreement. If this does not happen evidence may be required by providing court documents or other legally binding documentation such as a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided Henleaze Junior School will determine the address to be used for allocating a school place.
- 7.1.5.4. Home to school distances will be measured in a direct line from a point on the home address as held by the Local Authority, defined in the Local Land and Property Gazetteer, to a defined point within the main school building using the Local Authority's computerised mapping system. This point is used for the My Neighbourhoods information available on the Bristol City Council website.
- 7.1.5.5. If the family have a permanent address in the UK, this address will be used for school admission purposes. If the family do not have a permanent address and reside in atypical accommodation such as a van on the public highway or boat without permanent mooring, the home to school distance will be calculated from Bristol City Hall to the preferred schools.

8. Tie break

- 8.1. 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.
- 8.2. 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.

9. In-year admissions and applications for Years 4, 5 and 6

- 9.1. 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.
- 9.2. The PAN for children applying for a place in the Year 4, 5 or 6 cohorts who were admitted to Year 3 in the academic year commencing September 2023, 2022 or 2021 will be 90. The PAN for children applying for a place in the Year 4, 5 or 6 cohorts who are admitted to Year 3 in September 2024 or thereafter will be 60.

10. Waiting Lists

- 10.1.1. 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.

- 10.1.2. 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.
- 10.1.3. Placing a child's name on a waiting list does not affect the parents' right of appeal against an unsuccessful application.

11. Appeals

- 11.1.1. Parents/Carers have a right of appeal to an independent panel against any decision made by the governors regarding the admission of their child.
- 11.1.2. 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.
- 11.1.3. 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.

12. Monitoring arrangements

- 12.1.1. This policy will be reviewed and approved by the Finance and Resources Committee every year.
- 12.1.2. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes

Appendix A: Dates

The following dates apply to applications for places in Year 3 at the start of a new academic year, ie the September following the application.

National application deadline

Closing date for all applications - 15th January 2026.

National Offer Day

16th April 2026

Response to offers must be received by

30th April 2026