

# ADMISSIONS POLICY



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**2 Context** City Academy is a 950 place mixed gender academy situated in East Central Bristol. It serves an area of high deprivation and take students mainly from the local community (Lawrence Hill, Barton Hill, Easton, St Pauls, St George and Whitehall). The student profile is multi-cultural, multi-ethnic and multi-faith, with over 46 different languages spoken and 47.42% of students speaking English as an additional language. 34.3% are free school meals, 70.8% Pupil Premium and approximately 16.8% students are special educational needs. Bristol is eighth largest city in the UK, with a population of approximately 437500. 18.7% are children with 28% of those being BME (Black Minority Ethnic).

**3 Vision** City Academy is a warm, welcoming school where everyone is valued. We believe that "**Every student a graduate -Every student a leader**", because we believe that each and every student has the talent and potential to succeed. At City Academy we aim to promote equality and tackle any form of discrimination, but more than that we believe in equity. We want to ensure that not only do our students have opportunities but they also have access to those opportunities. We seek to remove any barrier to access, progress, participation, achievement and attainment. We are able to do this by providing a broad and balanced curriculum both in and out of the classroom through structured lessons, Learning Family Time and assemblies. The learning experience we provide to our students aims to eliminate discrimination, advance equality of opportunity and foster good relationships. Our vision is built on the following values: **Challenge** - We challenge our students in their lessons, we challenge ourselves around our performance and delivery. **Trust** - We constantly build trust with our community by being honest, transparent and welcoming of external review. **Commitment** - We demand the commitment of the staff to work with our students, the commitment of the students to their learning and the commitment of the community to work with the academy. We are committed to fulfilling our duty to community cohesion. We promote the notion of pride in living in Britain alongside the British values of democracy, individual liberty, the

**4 Ethos** City Academy Bristol is to strive to be an exciting and creative learning community in which all students develop their knowledge, skills and understanding to achieve excellence. We aim to be at the forefront of educational practice and to provide a purposeful and stimulating environment that promotes the highest aspirations for all. We ask all parents applying for a place at The City Academy Bristol to respect this ethos and its importance to the school community.

## **I. The Admission of pupils to the City Academy Bristol**

1. This document sets out the admission arrangements for The City Academy Bristol. The document forms an Annex to the Funding Agreement between The City Academy Bristol and the Secretary of State. Any changes to the arrangements set out in this document, with the exception of setting a published admission number higher than the agreed admission number for a specific year, must be approved in advance by the Secretary of State.
2. For the purposes of this Admissions Policy references in admission law and in the statutory Codes of Practice to admission authorities shall be deemed to be references to the Governing Body of The City Academy Bristol. The City Academy Bristol will take part in the Admissions Forum set up by Bristol Local Authority (LA) and have regard to its advice.

## **II. Admission arrangements approved by secretary of state**

3. The admission arrangements for The City Academy Bristol for the year 2011/2012 and, subject to any changes approved by the Secretary of State, for subsequent years are:
  - a) The City Academy Bristol has an agreed admission number of 195 pupils. The City Academy Bristol will accordingly admit at least 195 pupils in the relevant age group each year if sufficient applications are received;
  - b) The City Academy Bristol may set a higher admission number as its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, The City Academy Bristol will consult those listed at paragraphs 38 and 39 below. Pupils will not be admitted above the published admission number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State;
  - c) The City Academy Bristol admits up to 19 pupils by reference to aptitude in sport. Arrangements for selecting those pupils will be fair and transparent building upon expertise gained in applying such tests in other establishments with specialisms and developed in partnership with the Youth Sport Trust and appropriate national sporting governing bodies.

### **Process of application**

4. The City Academy Bristol has an agreed admission number of 195 pupils for the academic year 2011/2012. The City Academy Bristol uses the same timetable for applications as Bristol City Council.

### **Consideration of applications**

5. The City Academy Bristol will consider all applications for places. Where fewer than 195 applications are received, The City Academy Bristol will offer places to all who have applied.

6. Where there are more applications than places available at The City Academy Bristol allocations will be made in the order of priority set out below. Priority is given to applicants using these **oversubscription criteria** equally to all applications for the Academy.
7. Initial applications will involve only those applications received by the published closing date and accepted as 'on time'.

### **Children Looked After**

8. 'Children Looked After' are children who are in the care of the local authority or provided with accommodation by that authority under Section 22 of the Children's Act 1989.

### **Sporting Aptitude**

9. On the date of the first round of offers being made up to 19 pupils may be offered a scholarship place on the basis of their aptitude in sport following completion of specified tests. If fewer than 19 places are offered (or offered places are later declined) the remaining number of places is released to the general admission number. Unallocated sporting aptitude places are therefore not reserved for subsequent allocation after the first round of offers are made in March.

### **Siblings**

10. Admission of pupils whose siblings currently attend The City Academy Bristol and will continue to do so in the year of entry, including pupils whose siblings are attending the school as a Year 12 or Year 13 student in the year of entry.
11. Children are siblings if they are half, full or adoptive brother or sister or if they are children of the same household.

### **Geography**

12. Children living within The City Academy Bristol's designated area of first priority.
13. Children living closest to The City Academy Bristol as measured in a direct line from the home address to The City Academy Bristol.
14. This is the child's permanent address where he or she resides with a person with parental responsibility or with a parent (as defined in Section 576 of the Education Act 1996).

### **Tie Breaks**

15. Where there are more applications than there are places remaining within a particular category, with the exception of admissions on the basis of sporting aptitude, the direct line distance from home to The City Academy Bristol will be used as a tie break. When the furthest distance to qualify for a place relates to the household containing two or more children for whom applications are being made (ie 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.

16. 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 City Academy Bristol as measured in a direct line from the building to the Academy; the available place(s) will be allocated by drawing lots. Any such offer of a place determined by random allocation will be overseen by a representative of the City Academy Bristol's legal advisors.
17. Distances will be measured using a computerised mapping system.
18. Parents wanting to apply for one of the places available to pupils on the basis of sporting aptitude should complete an application form available from the Admissions Registrar at The City Academy Bristol. Full details of admission criteria for students with an aptitude in sport are attached to the application form.
19. Parents applying for a place for their child on the basis of sporting aptitude must also state a preference for The City Academy Bristol on the application form supplied by their local authority. The local authority are duty bound by the DCSF School Admissions Code of Practice to "ensure in their schemes that the parents will receive their highest available preference" Section 3.15 (d). Therefore, if the highest available preference school is not The City Academy Bristol the sporting aptitude place cannot be offered under the rules of the Code of Practice even if the child had been successful during the tests (see section 9 of this document).
20. Children with statements of Special Educational Needs follow the transfer arrangements set out in the SEN Code of Practice and associated regulations are not subject to the general admission arrangements.
21. Notwithstanding paragraph 5 above, The City Academy Bristol may refuse admission to particular applicants in cases where fewer than the published admission number has applied. These are applicants who have been excluded from two or more other schools and the ability to refuse admissions runs for a period of two years from the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. Academies may also refuse admission to pupils (other than in the normal year of entry) in the specific and limited circumstances described in paragraph 3.32 of the statutory Code of Practice. In all the circumstances described in this paragraph, however, the Secretary of State may direct The City Academy Bristol to admit such a pupil and that direction shall be binding on The City Academy Bristol.
22. Notwithstanding the provisions of paragraphs 5 - 20 of this document, the Secretary of State may direct The City Academy Bristol to admit a named pupil on application from a local authority.

### **Operation of waiting lists**

23. Where in any year The City Academy Bristol receives more applications for places than there are places available, a waiting list will operate. This will be maintained by The City Academy Bristol and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application and appeal for the school.

24. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 5 - 20 of this Annex (excluding those paragraphs referring to sporting aptitude places). Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **Arrangements for appeals panels**

25. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of The City Academy Bristol. The Appeal Panel will be independent of The Academy and will be composed of three members who will include:
- At least one person who has no personal experience of The City Academy Bristol defined as a 'lay member';
  - At least one person with experience in education.
26. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals as it applies to Foundation and Voluntary Aided schools.
27. Parents will normally have 14 days after notification of a place not being offered at The City Academy Bristol to lodge an appeal. The notification will indicate the reasons for refusal of a place and of the right of appeal.
28. Parents wishing to appeal against an admission decision by The City Academy Bristol should send a completed appeal form to The Academy's Admissions and Examinations Registrar at the address given on the appeal form. Other documents may be submitted in support of an appeal and should be lodged with The Academy's Admissions and Examinations Registrar not less than 7 days before the appeal hearing.
29. Parents will be given 14 days notice of the appeal hearing, unless they agree to a shorter period of notice. At least 7 days before the hearing the The City Academy Bristol will provide the parent with a written statement detailing the reasons why it has not been possible to admit their child. The Appeal panel will have the discretion to refuse to admit late evidence.
30. The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision on the day of the hearing. In the case of the appeal hearings taking in excess of one day the Clerk to the Appeal Panel will inform parents of the decision in writing as soon as possible after all the hearings have taken place and within 14 days. In the case of unsuccessful appeals the Appeal Panel will give the parents their reasons for not upholding the appeal.

### **Arrangements for admission to post 16 provision**

31. The City Academy Bristol will wish to encourage all students in the Sixth Form whether or not they have previously been pupils of The Academy to demonstrate a high level of commitment to their chosen course.
32. The City Academy Bristol will publish specific criteria in relation to minimum



entrance requirements for the wide range of courses available based upon GCSE grades. The detailed information will be contained in the Sixth Form prospectus published on an annual basis.

33. Applications for admission including those already attending The City Academy Bristol will be considered by an Admissions Committee and the decision will be made in the light of all the information available including previous school records. 20 pupils will be admitted on the basis of aptitude in sport.
34. There will be a right of appeal to the Appeals Panel for unsuccessful applicants.

### **Arrangements for admitting pupils to other year groups, including to replace any pupils who have left The City Academy.**

35. Where a year group in The City Academy Bristol is at the level of the published admission number applicable to that age group The Academy will operate a waiting list which will be open to any parent to ask for his or her child's name to be placed on the waiting list either initially or following an unsuccessful application and appeal for the school.
36. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 5 - 20 of this Annex. Where places become vacant they will be allocated to children on the waiting list in accordance with the Admissions Policy of The City Academy Bristol.
37. There will be a right of appeal to the Appeals Panel for unsuccessful applicants.

## **III. Annual procedures for determining admission arrangements**

### **Consultation**

38. The City Academy Bristol shall consult each year on its proposed admission arrangements. The City Academy, Bristol will take part in the local admission forum for the Bristol area.
39. The City Academy, Bristol will consult by 1 March:
  - a) Bristol LA;
  - b) Any other admission authorities for primary, special and secondary schools located within the relevant area for consultation set by the LA.

### **Determination and publication of admission arrangements**

40. Following consultation, The City Academy Bristol will consider comments made by those consulted. The Academy will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined.

## **Publication of admission arrangements**

41. The City Academy Bristol will publish its admission arrangements each year once these have been determined, by:
- a) copies being sent to primary, special and secondary schools in Bristol LA;
  - b) copies being sent to the offices of Bristol LA;
  - c) copies being made available on the school's website at [www.cityacademybristol.org](http://www.cityacademybristol.org).
  - d) copies being sent to public libraries in the area of Bristol LA for the purposes of being made available at such libraries for reference by parents and other persons.
42. The published arrangements will set out:
- a. the name and address of the school and contact details;
  - b. a summary of the admissions policy, including oversubscription criteria;
  - c. a statement of any religious affiliation;
  - d. numbers of places and applications for those places in the previous year;
  - e. arrangements for hearing appeals.

## **Representations about admission arrangements**

43. Where other admissions authorities in the relevant area make representations to The City Academy Bristol about its admission arrangements, The City Academy Bristol will consider such representations. Where The City Academy Bristol and other admission authorities cannot reach agreement locally, any admission authority in Bristol may make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult The City Academy Bristol. Where he judges it appropriate, the Secretary of State may direct The City Academy Bristol to amend its admission arrangements.
44. Other admission authorities in the Bristol area have the right to ask The City Academy Bristol to increase its proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, an admission authority may ask the Secretary of State to direct The City Academy Bristol to increase its proposed published admissions number. The Secretary of State will consult The City Academy Bristol and will then determine the published admission number.
45. In addition to the provisions at paragraphs 43 and 44 above, the Secretary of State may direct changes to The City Academy Bristol's proposed admission arrangements and, in addition to the provisions above, the

Secretary of State may direct changes to the proposed published admissions number.

### **Proposed changes to admission arrangements by The City Academy, Bristol after arrangements have been published**

46. Once the admission arrangements have been determined and published, The City Academy Bristol will propose changes only if there is a major change of circumstances. In such cases, The Academy must consult as outlined in paragraphs 38 and 39 above and must then apply to the Secretary of State setting out:
- a) the proposed changes;
  - b) reasons for wishing to make such changes;
  - c) any comments or objections from those entitled to object.

### **Need to secure Secretary of State's approval for changes to admission arrangements**

47. The Secretary of State will consider applications from The City Academy Bristol to change its admission arrangements only when The City Academy Bristol has consulted on the proposed changes as outlined at 38 and 39 above.
48. Where The City Academy Bristol has consulted on proposed changes and there have been no objections from other admissions authorities The City Academy Bristol must still secure the agreement of the Secretary of State before any such changes can be implemented. The City Academy Bristol must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.
49. The Secretary of State can approve, modify or reject proposals from The City Academy Bristol to change its admission arrangements.
50. Records of applications and admissions shall be kept by The City Academy Bristol for a minimum period of ten years and shall be open for inspection by the Secretary of State.

See also addendum "Criteria for the selection of students on the basis of sporting aptitude"

See also addendum "Post 16 admissions criteria for 2015-2016"

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