



Fairlawn



Fairlawn Primary School

Determined Admissions Arrangements 2022 - 2023

Determined Admission Arrangements for Fairlawn Primary School

ADMISSION ARRANGEMENTS FOR ADMISSION TO 4-11 PROVISION

Process of application for 2022/2023

1. The determined admission arrangements for Fairlawn School for the year 2022/2023 are:
 - a) Fairlawn School has a published admission number (“PAN”) of 30 pupils. Fairlawn School will accordingly admit 30 pupils into Reception each year.
 - b) Applications for places at Fairlawn Primary School will be made in accordance with the Local Authority’s co-ordinated admission procedure.

2. Fairlawn Primary School will use the following timetable for applications each year (exact dates within the months may vary from year to year):
 - a) By early September – Fairlawn Primary School will publish on its website information about the arrangements for admission, including oversubscription criteria, for the following September. Details of open evenings and any other opportunities for prospective pupils and their parent(s)/carer(s)¹ to visit the school will be on the school website by early September.
 - b) September – the Bristol City Council admissions application system opens.
 - c) All applications must be received by Bristol City Council using the Common Application Form (CAF) by the closing date of midnight on 15th January 2022.
 - d) Offers will be sent to parent(s)/carer(s) on 16th April 2022 (or next working day) by Bristol City Council.
 - e) The closing date for parent(s)/carer(s) to accept places offered is 30th April 2022.
 - f) The deadline for parent(s)/carer(s) to appeal is 4th June 2022.

Consideration of applications

3. Fairlawn Primary School will consider all applications for places. Where fewer applications than the PAN for any relevant age group are received, Fairlawn Primary School will offer places to all those who have applied.

Procedures where Fairlawn Primary School is oversubscribed

4. Where the number of applications for admission is greater than the PAN and after the admission of pupils with Education, Health and Care Plans where Fairlawn School is named, the criteria will be applied in the order in which they are set out below:

- a) Equal priority will be given to:
 - (i) children who are looked after (within the meaning of the Children Act 1989) at the date that the relevant application for admission is made and who a local authority has confirmed will continue to be looked after by it in accordance with relevant legislation at the time they are admitted to the School, and
 - (ii) “previously looked after children” who are defined as children who were adopted (or made subject to child arrangement orders or special guardianship orders) immediately following having been looked after.

- b) Children who, on the date of admission, will have a sibling on the roll of the School. The term “sibling” is defined as a brother or sister, but not cousins or other family members, under one of the following categories, and who is living permanently with them at the same address at the date of their entry to the School.
 - (i) Full
 - (ii) Half
 - (iii) Step
 - (iv) Adopted
 - (v) Fostered (see footnote 2)

After places have been allocated, the parent(s)/carer(s) may be required to supply proof of the sibling relationship by providing documentary evidence which might include birth date, adoption certificate, relevant court order, Home Office documents, proof of abode. In certain circumstances Fairlawn School may reasonably require further evidence.

- c) Children who have a parent/carers who is a member of staff at the school recruited to fill a vacant post for which there is a demonstrable skill shortage.

- e) Children living in the locality. In the event of oversubscription in this category, places would be offered to pupils who live closest to the school. This is measured in a direct line from a point on the home address³ to a central point within the main school building, using the Local Authority’s computerised mapping system. For multi-storey residences, such as blocks of flats, the available place(s) will be allocated by drawing lots overseen by a person independent of Fairlawn Primary School or the Venturers Trust. Distance for in-year applications will be measured by the School.

Operation of waiting lists

5. Subject to any provisions regarding waiting lists in the BCC’s co-ordinated admission scheme, the School will operate a waiting list. Where in any year the School receives more applications for places than there are places available, a waiting list will operate from the date specified within BCC’s co-ordinated scheme as the end of co-ordination and until the 31st December of that year. This will be maintained by the School and it will be open to any parent(s)/carer(s) to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application for admission.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Late Applications

6. All applications received by BCC after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, parent(s)/carer(s) may request that their child is placed on the school's waiting list.

Twins and Children from Multiple Births

7. Where the parent(s)/carer(s) have made the same preference of school for both twins/children from multiple births, and one child has been allocated the last available place, Fairlawn School will admit over its Published Admission Number to accommodate such children. However, any such additional children from twin and multiple births will be classed as 'excepted pupils' as defined in the School Admissions Code, dated December 2014, and those children would remain an exception to infant class size for the entire time they are in an infant class size or until the class numbers fall back to the current infant class size limit of 30.

Deferred Entry for Infants

8. Parent(s)/carer(s) offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31st August, 31st December and 31st March.

Where parent(s)/carer(s) wish to defer entry, they must still apply for a place by 15th January 2022, to ensure that a place at the school is kept open for your child.

Parent(s)/carer(s) are not able to defer entry to reception beyond the beginning of Term 5 (April to Easter). If the place has not been taken up by this time, your place at the school will be lost, and you will need to put in a fresh application for a place in Year 1 at the school. Please note that there is no guarantee that a place will be available.

Delayed Entry for Summer Born Children

9. Parent(s)/carer(s) of children born from 1st April to 31st August (known as summer born children) may request that their child is admitted outside their normal age group. When such a request is made, Fairlawn School will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the school and any supporting evidence provided by the parent(s)/carer(s). Parent(s)/carer(s) should contact the Principal.

Please note the following:

- (i) **You must make an application for admission to the School for September 2022 entry but make it clear on the application form that you wish your child to enter the reception class in September 2023.**
- (ii) Discussions with the School are strongly recommended prior to making a decision to decline entry for an entire year **and** to be admitted to Reception in September 2023. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.
- (iii) If the request is agreed the September 2022 application may be withdrawn before a place is offered **but a fresh application will need to be made** for September 2023 entry **which will be processed along with all other applications and in accordance with the School's admission arrangements.** PLEASE NOTE that it is possible even if the request is agreed that the child may not be admitted to Reception in September 2023 as there is no guarantee of a school place.
- (iv) If the request is refused the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

In-year admissions

10. Fairlawn Primary School will consider all such applications if the year group applied for has a place available. If more applications are received than there are places available, the oversubscription criteria in paragraphs 4 a) to e) shall apply.
11. For admissions in any year parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Such requests should be sent to the School office.

Decisions to admit a pupil outside their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. The School **must** take into account the views of the Principal. We may request supporting professional evidence to assist in the decision-making. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede our ability to make an informed decision.

Appeals

12. There will be a right of appeal to an Independent Appeal Panel for the parents / carers of unsuccessful applicants.

In implementing this policy, the School will at all times have due regard to its obligations under the Public Sector Equality Duty.

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ⁱ The term “parent(s)/carer(s)” refers to biological parents, foster carers, guardians, with parental responsibility for the applicant

² With regard to sibling applications which concern a fostered child, an applicant placed in short term fostering within a family, one or more of whose children is a pupil at the school, will not be counted as a sibling for the purposes of the oversubscription criteria set out in paragraph 4b) above.

³ The “Home Address” is defined as a child’s permanent home 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). It is the address where the child spends the majority of their time. Documentary evidence may be required to confirm a child’s home address. If a child regularly lives at more than one address the admission authority will have to reach a conclusion about which address should be counted as the main address when allocating school places. This will normally be the address where the Child Benefit is paid.