



Admissions Arrangements for 2017-18 entry

Introduction

This policy sets out how Steiner Academy Bristol manages admissions applications and makes decisions on offering school places.

If you have questions about school admissions or if you would like to discuss your own particular circumstances, please contact the school office.

Telephone: 0117 965 9150

Email: admissions@steineracademybristol.org.uk.

Full information about the school is available at www.steineracademybristol.org.uk.

Legal information

These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998 and are reviewed and published annually by the Academy Trust (the Admissions Authority). If at any time, the Academy Trust should proposed to alter its policy or practice, a public consultation will be conducted in accordance with the statutory requirements set out in the School Admissions Code.

Any concern relating to the statutory compliance of these admission arrangements or the fairness and equality of local policy/practice should initially be raised with the School Office. If the issue cannot be resolved locally, it may be escalated to the Office of the Schools Adjudicator.

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1.0 General information

1.1 The School

Steiner Academy Bristol is an all through school for children aged 4 -16. Our vision is for a nurturing, creative and environmentally conscious school that combines the values of Steiner education with a fully inclusive and community centred ethos.

1.2 Who can apply for a place at the school?

A school admission application may be submitted by anyone who has parental responsibility or legally assigned responsibility for a child in his or her care (referred to throughout this document as 'the parent').

1.3 The child

At the time of application, the child must be a UK citizen, or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling him or her to live in the UK.

1.4 The home address

An admission application will be considered using the home address at which the child lives for the majority of his or her time, with the person or people who have legal responsibility for this child. This address must be given on the application form.

When a school place is offered on the basis that a child lives at a particular address, the school will ask for proof of address, such as a driving licence or Council Tax bill. If this is not provided, the school may withdraw the offer of a place.

If the child will be moving to a new address in the near future and the applicant wishes this to be taken into account, the child's current home address must be given on the application form.

The parent should then send evidence of the new address directly to the school and before the deadline for applications (see 2.2 and 3.2 below). The only acceptable forms of evidence are a copy of the 'exchange of contract' document (when buying a house), or a copy of the tenancy agreement (minimum six month term) signed and dated by the Landlord for the property. The tenancy agreement can be future dated but must cover the date when the child would start at the school.

Applications submitted on behalf of children of UK service personnel and other Crown servants (including Diplomats) will be considered on the basis of a future UK address, providing that official confirmation of the posting to the area, including a relocation date, is sent to the school at the time when an admission application form is submitted.

1.5 Siblings

The oversubscription criteria set out in section 4.5 (below) give priority to children with a sibling attending the school at the time of application. If a parent wishes a sibling to be taken into account, the sibling's details must be provided on the admission application form and he or she must be a full, half or adoptive brother or sister, or a child living for the majority of his/her time (more than 2.5 days every school week) within the same family unit and at the same home address.

The Published Admission Number will be exceeded if necessary so that multiple birth siblings can be offered places at the same school.

1.6 Applying for a year group other than the child's 'natural' age group

In general, the school expects all children within a class to fall within the normal age group for that class. The school expects teaching staff to be able to meet the needs of the full range of abilities and developmental stages that might be expected to be seen within an age group. However, the school accepts that in some cases there are specific educational reasons why a child should be educated within a different year group to their natural age group.

The school is responsible for making the decision on which year group a child should be admitted to, based on the circumstances of the case. Applications for children to join Steiner Academy Bristol out of their natural year group will only be accepted if there is a clear educational reason for this.

The school recognises four sets of circumstances in which out of year admission might be desirable:

1. Where a child was born prematurely, such that their due date falls into one age group but their actual birth date falls into another group.
2. Where, for reasons of specific developmental issues or special educational needs, the school considers that a child would benefit from being placed in a different year group. However, in general, poor educational progress or social and emotional adaptation are not good reasons for a child to be educated out of year.
3. Where a child is currently being educated out of their year group in another setting.
4. Where a child is summer born (date of birth between 1st April and 31st August) and the parents have deferred starting school for a full year (see 2.8 below) and wish the child to enter Reception rather than Year 1.

If a parent wishes to make an out of year application as part of the normal admissions round for Reception or Year 7, they must first contact the school, setting out the reasons why this would be in the child's best interests. The school will use the guidelines above and the circumstances of the case to decide whether an out of year application can be accepted.

If the school agrees to accept an out of year application, a confirmation letter will be provided to the parent(s) which should be passed on to the local authority when submitting the admissions application.

If a parent wishes to make an out of year application when applying for an in-year transfer, as much information as possible should be provided when applying, to explain why it would be in the best interests of the child to be educated in a different year group.

If an out of year application is accepted, this does not guarantee a place in the school; it simply allows the application to enter the normal admissions process.

If an out-of-year application is refused by the school, there is no right of appeal. Out of year applications are accepted strictly at the school's discretion.

1.7 Waiting lists

If an admission application is refused because the year applied for is full, the child's name will be entered onto a waiting list for that year group. Children's names are held in ranked order according to the oversubscription criteria.

Children's names will be held on waiting lists until the school is informed by the parent(s) that they wish to remove them from the list.

When a parent makes an in-year application for a school place, the child will be added to the waiting list. Each time a child's name is added, the waiting list will be re-ranked. If a place becomes available in the appropriate year, this will be offered for the child ranked highest on the waiting list at that time.

1.8 Misleading or false information

If the school becomes aware that a place was offered for a child on the basis of misleading or false information, it will consider withdrawing that offer. The school may also withdraw a place where a child has already started to attend the school.

If the decision is taken to withdraw the offer or place and the applicant's circumstances subsequently change, the application will be reconsidered according to any new information.

2.0 Applying for a place in Reception for September 2017

2.1 The Published Admissions Number (PAN)

The PAN for Reception is 52. This is the maximum number of places that can be provided, based on the space and resources that the school has.

If 52 or fewer Reception applications are received for September 2017, every applicant will be offered a place for their child.

If more than 52 applications are received, the Admissions Authority will apply the oversubscription criteria in order to rank all the applications and determine which children should be offered places.

Further places will be offered if the school's facilities and resources increase at any time to enable this.

2.2 Submitting an application for Reception

For a child to start school in September 2017, his or her parent(s) must complete the Common Application Form (CAF) available from the 'home' local authority — the local authority for the area in which the child lives.

In order for the application to be considered as 'on time' the CAF must be submitted to this local authority by 23.59 hours on 15 January 2017.

The Common Application Form should be filled in using the home local authority's 'on line' application system. A paper form can also be requested. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus', which local authorities must publish by 12th September each year.

For families living in Bristol, the home local authority is Bristol City Council.

www.bristol.gov.uk/schooladmissions

Some areas near to the school fall within South Gloucestershire, and the home local authority is South Gloucestershire Council.

www.southglos.gov.uk/education-and-learning/schools-and-colleges/school-admissions/

2.3 Late Reception applications

If an application is submitted to the home local authority after the application deadline of 23.59 hours on 15th January 2017, it will be considered as a 'late' application and will not be processed until all 'on time' applications have been processed, at which point there may no longer be a place available at the school.

2.4 Notifying parents about admissions decisions.

Parents will receive an admission decision in writing from the home local authority on or about 16 April 2017, according to the procedure set out in the local authority's Composite Prospectus.

2.5 Education, Health and Care Plan

A place will automatically be provided in Reception for any child who has an Education Health and Care Plan (EHCP) which names Steiner Academy Bristol as the most appropriate school for the child.

If the EHCP is issued during the normal admissions round, the place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications. If the EHCP is issued outside the normal admissions round, the school will provide a place for the child regardless of whether the PAN has already been met.

2.6 Starting school on a full or part time basis

Where a child has been offered a place in Reception, a parent may choose for him or her to start full time from the beginning of the school year, or to attend on a part time basis until the start of the term following the child's fifth birthday.

Parents interested in this option should discuss it with the school as soon as possible once a place has been offered.

2.7 Deferred entry to school

Parents may choose to defer a child's entry to school until statutory school age, which is the start of the term following the child's fifth birthday. A place cannot be deferred beyond the beginning of the last term of the school year (Steiner Academy Bristol operates a six-term year).

Parents interested in this option should discuss it with the school as soon as possible once a place has been offered.

2.8 Applying on behalf of a summer born child (born 1st April — 31st August)

Parents of 'summer born' children entitled to start school in September 2017 may choose to delay their entry to school until September 2018, if the parents consider this to be in their children's' best educational interests. Parents may also choose to apply for children to join Reception in September 2018 rather than Year 1 and the school will accept such applications (see 1.6 above).

However, there is a risk attached to this approach, which the parent(s) must be clear about. A new application must be submitted for a place in September 2018 and there is no guarantee that a place will be available.

The following process should be followed.

1. The parent(s) must submit an application to the home local authority during the 2017 'normal' admissions round, making it clear in the text box on the application form that he or she wishes to delay the child's entry until September 2018. Where the intention is for the child to start in Reception in 2018, this must also be clearly stated on the form. The school will acknowledge this and will not process the 2017 application. The child will no longer be part of the 2017 'normal' admissions round.
2. If the intention is for the child to join Reception in September 2018, the parent(s) must then wait and make an entirely new application through the home local authority as part of the 2018 'normal' admissions round. The parent should take account of the school's 2018/19 Admission Arrangements.
3. The application for a place in 2018 will be considered as part of the 'normal' admissions round and the school will use its published Oversubscription Criteria to rank applications and determine which children should be offered places.
4. If the September 2018 Reception application is refused, the right of appeal will apply.
5. If the intention is for the child to join Year 1 in September 2018, the parent will need to make an in-year application for this place. If the class is already full, the child will be placed on a waiting list, which will be ranked according to the school's Oversubscription Criteria.

3.0 Admission to Year 7 in September 2017 (the ‘normal’ admissions round)

3.1 The Year 7 Published Admissions Number (PAN)

The PAN for Year 7 will be 26. This is the maximum number of places that can be provided, based on the space and resources that the school has.

If 26 or fewer Reception applications are received for September 2017, every applicant will be offered a place for their child.

If more than 26 applications are received, the Admissions Authority will apply the oversubscription criteria in order to rank all the applications and determine which children should be offered places.

Further places will be offered if the school’s facilities and resources increase at any time to enable this.

3.2 Submitting an application for Year 7

For a child to start school in September 2017, his or her parent(s) must complete the Common Application Form (CAF) available from the ‘home’ local authority — the local authority for the area in which the child lives.

In order for the application to be considered as ‘on time’ the CAF must be submitted to this local authority by 23.59 hours on 31st October 2016.

The Common Application Form should be filled in using the home local authority’s ‘on line’ application system. A paper form can also be requested. Full details about the application process and information about the schools in the local authority area are given in the ‘Composite Prospectus’, which local authorities must publish by 12th September each year.

For families living in and around Bristol, the home local authority is Bristol City Council

www.bristol.gov.uk/schooladmissions

Some areas near to the school fall within South Gloucestershire, and the home local authority is South Gloucestershire Council.

www.southglos.gov.uk/education-and-learning/schools-and-colleges/school-admissions/

3.3 Late Year 7 applications

If an application is submitted to the home local authority after the initial application deadline of 23.59 hours on 31 October 2016, it will be considered as a ‘late’ application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the school.

3.4 Notification parents about admissions decisions

Parents will receive an admission decision in writing from the home local authority on or about 1 March 2017, according to the procedure set out in the home local authority’s Composite Prospectus.

3.5 Education Health and Care Plan

A place will automatically be provided in Year 7 for any child who has an Education Health and Care Plan (EHCP) which names Steiner Academy Bristol as the most appropriate school for the child.

If the EHCP is issued during the normal admissions round, the place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications. If the EHCP is issued outside the normal admissions round, the school will provide a place for the child regardless of whether the PAN has already been met.

4.0 Changing school (applying for an in-year transfer)

4.1 The Admission Limit

The statutory Published Admission Numbers apply only for Reception and Year 7. For every other year, the school's Admissions Committee will agree a non-statutory admission limit as a guideline to the number of places available. Admission limits will be set according to the space available, the needs of the children and the resources required to support the children. Therefore, admission limits may be varied from time to time and so the number of places available may vary.

4.2 Submitting an application for an in-year transfer

Applications for in-year transfers can be submitted at any time but will only be administered during school term time and within six term-time weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant. In these circumstances, an application may be considered further in advance, where a posting to the area/relocation date, is confirmed in writing by an appropriate Commanding Officer and submitted as part of the application.

The in-year transfer application form is available on the school website and as Appendix 'C' below. A paper copy can also be provided via the school office.

4.3 The decision

On receiving a signed and dated in-year transfer application form, the Admission Authority will evaluate whether a place can be made available without prejudicing 'the efficient delivery of education or the efficient use of resources'. The decision will be sent in writing within ten school days of the school receiving the in-year application form.

4.4 Accepting the offer of a place

When a place is offered, the parent(s) will be expected to confirm acceptance in writing (by letter or email) within ten school days, following which the place will remain available for six school weeks from the date of the decision letter. If the child does not start at the school within this period, the school may withdraw the offer.

4.5 Applying the Fair Access Protocol

Where an in-year place cannot be provided, the school will consider the information provided on the admission application form against the criteria set out in the Bristol City Council Fair Access Protocol (FAP). If the child concerned satisfies any of the FAP criteria, the in-year transfer application will be referred to the Council, which may then choose to engage with the family in order to identify a suitable educational placement.

4.6 Children issued with an Education, Health and Care Plan

If a child has an Education Health and Care Plan (EHCP) in place, which names a particular education setting, the parent(s) should consult the local authority that issued the EHCP before applying for the child to change school.

5.0 The Oversubscription Criteria

5.1 Oversubscription

If there are more applications received at any one time than there are places available within the year group (oversubscription), the school will use the oversubscription criteria set out below to rank all applications. The oversubscription criteria will also be applied when it is necessary to determine the ranked order of a waiting list.

5.2 The oversubscription criteria

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22 (1) of the Children Act 1989 applies).
2. Children with a sibling attending the Academy at the time of application (see Note 1 below)
3. Children of the Founding Directors (see Note 2 below)
4. Children of staff (see Note 3 below)
5. Children who, at the time of application, are eligible for Pupil Premium funding and who live within 2 miles of the school site (see Note 4 below)
6. Children not satisfying a higher criterion.

A Supplementary Information Form must be completed and submitted to the school where the applicant wishes a child to be considered against criteria 1 or 5. See 5.5 (below) for details.

Note 1

Siblings must be attending the school at the time of application. Siblings of those who have been offered places but who have not yet started to attend the school are not covered by this criterion.

A sibling is defined as a full, half or adoptive brother or sister, or a child living for the majority of his/her time (more than 2.5 days every school week) within the same family unit and at the same home address.

The Published Admission Number will be exceeded if necessary so that multiple birth siblings can be offered places at the same school.

Note 2

The Secretary of State for Education has approved derogation from the School Admissions Code to allow this criterion. A list of the Founding Directors is available on the school website.

Note 3

In this policy a 'member of staff' is defined as being one who was recruited by Steiner Academy Bristol to fill a post for which there was a demonstrable skill shortage, and who is employed on a salaried contract with contracted working hours of 0.4 Full Time Equivalent (FTE) or more.

Note 4

Pupil Premium is an additional funding allocation for disadvantaged children. To be eligible for Pupil Premium, the child's parent(s) or guardian(s) must be receiving one of the following benefits at the time of application:

- Income Support
- Income based Job Seeker's Allowance
- Employment & Support Allowance (must be Income Related and not Contribution Based)

- Child Tax Credit with no Working Tax Credit and where the household income is less than £16,190. You do not qualify if you are in receipt of Working Tax Credit unless you are newly unemployed, when you remain eligible for four weeks.
- Guarantee Pension credit
- NASS cards & Immigration papers

If a place is offered under this criterion, evidence of both eligibility for Pupil Premium and of home address will be required. If this evidence is not provided, the school may withdraw the offer of a place.

5.3 Prioritising applications by distance measurement

Children will be ranked according to the oversubscription criteria and offers will be made to these groups of children in the order in which the oversubscription criteria are given above.

If the Published Admission Number or admission limit is reached part way through any oversubscription criterion, a straight-line measurement will be calculated between the home address and the school for every child whose application satisfies that particular criterion. Priority for the offer of any remaining places will be given to the children who live the closest to the school.

Distances will be calculated using Ordnance Survey National Address Base coordinates for the main entrance of the school on College Road and the child's home address, employing a third party software system in order to determine a straight line distance between the coordinates to four decimal places. In the case of a multi dwelling building, such as a block of flats, the home to school distance will be measured from the coordinates of the building and the same distance will apply for all occupants.

5.4 Applying a tie-breaker

Where two or more distances are exactly the same and it proves necessary to rank the relevant applications in order to identify a priority for the offer of any available place(s), the order of priority will be determined by the drawing of lots. This will take place at the school and be supervised by a person entirely independent of the local authority and the school.

5.5 Supplementary Information Form (SIF)

Local authority admissions application forms do not collect information on some of the school's Oversubscription Criteria. The school therefore uses a Supplementary Information (SIF) so that parents can let the school know if their child meets one of the Oversubscription Criteria set out above.

The SIF can be filled in online on the school's website and paper versions are available. A copy is also provided in Appendix C.

When applying for a place in Reception or Year 7 as part of the normal admissions round, the SIF must be submitted to the school before the deadline for admissions applications.

When applying for an in-year transfer the SIF is not required, as the school's In Year Transfer application form collects all the relevant information.

6.0 Appeals

6.1 The legal right to an appeal hearing

The administration of school admission appeals is subject to statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. A parent whose child is refused admission to the school is legally entitled to appeal against that decision. The refusal letter issued by the Admissions Committee will explain how to complete this process and an appeal form is available to download from the school website, or can be requested from the school office.

6.2 The case for refusing admission

The Admission authority can refuse to admit a child to the school where a further admission would 'prejudice the efficient delivery of education or the efficient use of resources' or where the admission would breach the Government's statutory Infant Class Size (ICS) Limit, resulting in an infant teaching group of more than 30 children to one qualified teacher for part or all of the school day. In the case of an ICS refusal, specific conditions set out in section 4 of the 2012 School Admission Appeals Code are examined at the appeal hearing by an independent appeal panel and the circumstances whereby an appeal panel may find in favour of an appellant are limited to the appeal panel's review of these conditions and the reasonableness of the decision.

6.3 The appeals timetable

An appeals timetable is published on the school website by 28 February each year. This sets out the statutory time frame within which an appeal hearing must take place as well as the administrative timeframe within which the Admissions Authority undertakes to process any appeal lodged with the school.

6.4 Complaints about the administration of the appeals process

The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal process has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Education Funding Agency

7.0 Key contact details

Steiner Academy Bristol

St Matthias Campus
Oldbury Court Rd
Fishponds
Bristol
BS16 2JP

Telephone 0117 9659150

School website: www.steineracademybristol.org.uk

Email: info@steineracademybristol.org.uk

For families resident in Bristol, the 'home' local authority is Bristol City Council

Bristol City Council

School Admissions
PO Box 3176
Bristol
BS3 9FS

Website: www.bristol.gov.uk/schooladmissions

Email: school.admissions@bristol.gov.uk

Telephone: 0117 903 7694

Fax: 0117 903 7710

The Office of The Schools Adjudicator

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

The Education Funding Agency

<https://www.gov.uk/government/organisations/education-funding-agency>

The Department for Education

Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT

Telephone 0370 000 2288

Electronic contact form: form.education.gov.uk

Website: www.education.gov.uk

School Admissions Code

<https://www.gov.uk/government/publications/school-admissions-code--2>

School Admission Appeals Code

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

Appendix A - Glossary and definitions

The 'normal' admissions round	The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadline for parental applications of 31 October for secondary places (15 January for primary places) and subsequent offers made to parents on National Offer Day
In-year admission application	A school admission application submitted in connection with a place required at any time during the academic year. In most cases and where the local authority has chosen not to coordinate in-year applications, the application form will be submitted directly to the school concerned.
Home Local Authority	A child's home local authority is the local authority in whose area the child resides.
Maintaining Local Authority	The area in which a school is located is referred to as the maintaining local authority.
Academy	A State funded school in England, established as a non-profit making charitable Trust, which is independent of local authority control and funded directly by the Department for Education.
Admission Authority	The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For Academies, this body is the Academy Trust.
Admission Arrangements	The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.
Published Admission Number — (PAN)	The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.
Admission Limit	A non statutory limit applying to year groups other than the year(s) of entry which indicates the number of places to be offered, usually determined according to the level of resource available
Common Application Form (CAF)	The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.
Composite prospectus	The prospectus that a local authority is required to publish by 12 September in the offer year. This prospectus must include detailed admission arrangements of all maintained schools in the area (including admission numbers and catchment areas).
Co-ordinated Scheme	All local authorities are required to co-ordinate the normal admissions round for secondary schools (and primary) in their area. Schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome. Each Local Authority must produce and publish a Coordinated Admissions Scheme
Infant Class Size Limit	Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per qualified teacher.

	The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. These are set out in paragraph 2.15.
National Offer Day	<p>The day each year on which local authorities are required to send the offer of a school place to all parents of secondary age pupils in their area:</p> <ul style="list-style-type: none"> • For primary pupils, offers are sent out to applicants by the home local authority on or about 16 April. The specific dates will be set out in the home local authority Composite prospectus. • For secondary pupils, offers are sent out to applicants by the home local authority on or about 1 March. <p>The specific dates will be set out in the home local authority Composite prospectus.</p>
Offer Year	The school year immediately preceding the school year in which pupils are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.
Out of year application	This is an application for a child whose date of birth falls outside the normal age range for the class concerned. The normal range of dates of birth is between 1 st September and 31 st August for the relevant year.
Oversubscription Criteria	This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.
Reception Class	Defined by Section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.
Relevant Age Group	The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.
School Year	The period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.