



**Cabot**  
Learning  
Federation

Academy Admissions  
Policy for the  
2020/2021 academic  
year – Bristol Futures  
Academy

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Date: 23<sup>rd</sup> September 2019, Cabot Learning Federation

**History of most recent Policy changes**

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
Date	E.g. Whole Document	Detail of change	Reason for change
October 2016	Whole Document	Adoption by the Cabot Learning Federation and Implementation	To ensure a clear and consistent approach to admissions across the federation
November 2016	P7 In Year Admissions	Amended to reflect in year admission applications are made on the Academy application form, not the CAF	Review
September 2017	Whole document	Amended to reflect recommendations from BCC Admissions	Review
October 2018	Oversubscription Criteria	Adjusted language to ensure compliant with Bristol LA	Advice received from LA
September 2019	Whole document	Amended to reflect specifics at BFA	Implementation at BFA

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## 1 Policy Statement

- 1.1 The purpose of this policy is to make clear the admissions process to Bristol Futures Academy.
- 1.2 The Cabot Learning Federation (CLF) adheres to the statutory requirements and the principles outlined in the School Admissions Code [DfE December 2014], which all academies are required to adhere to via the Funding Agreement between Bristol Futures Academy and the Secretary of State.
- 1.3 The CLF has agreed that the admission arrangements will remain in line with the agreed arrangements for [*enter name of Local Authority*] maintained non-denominational secondary and primary schools [*remove this section if not applicable*].
- 1.4 More information about the CLF can be found on the website as follows:  
[www.cabotlearningfederation.net](http://www.cabotlearningfederation.net).
- 1.5 The policy covering admissions for Post 16 students is not contained in this document. Please visit the Cabot Learning Federation Post 16 website to view the Post 16 Admissions Policy:  
<http://www.clfpost16.org/>

## 2 The Admissions Timetable

- 2.1 Consultation
  - 2.1.1 The Cabot Learning Federation (CLF) sets out admission arrangements annually. Where changes are proposed to admission arrangements, the federation will first publicly consult on those arrangements. If no changes are made to admission arrangements, the Academy admissions policy will be consulted on at least once every 7 years.
  - 2.1.2 For admission arrangements for entry in September 2018 and all subsequent years, consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before those arrangements are to apply. An illustration of these timeframes is contained in Table 1 below.
  - 2.1.3 As their own admission authority, CLF academies are not required to consult on their Published Admission Number (PAN) where they propose either to increase or keep the same PAN; however, where a PAN is increased the Academy will notify the LA and publish details on the Academy website.

2.1.4 When consultation is required, the CLF will consult the following parties on the proposed admission arrangements:

- a. Parents/carers of children between the ages of 2 – 18;
- b. Bristol City Council and Bristol Inclusion Panel;
- c. The Admission Forum for Bristol City Council and Bristol Inclusion Panel;
- d. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Bristol City Council and Bristol Inclusion Panel;
- e. Any other governing body/Academy Council for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation;
- f. Affected admission authorities in neighbouring local authority areas.

## 2.2 Determination

- Once feedback from the consultation has been considered the CLF must determine the admission arrangements and must notify the Local Authority (LA) of these and publish them on the relevant Academy website.

## 2.3 Offers and Acceptance of Offers

2.3.1 Offers are made and need to be accepted by the dates set out at Table 1 below.

	<b>Admission in September 2019</b>	<b>Admission in September 2020</b>	<b>Admission in September 2021</b>
Consultation period for changes to the Admissions Policy	6 weeks between 1 October 2017 and 31 January 2018	6 weeks between 1 October 2018 and 31 January 2019	6 weeks between 1 October 2019 and 31 January 2020
The CLF must determine admission arrangements by	28 February 2018	28 February 2019	28 February 2020
The CLF must publish the appeals timetable by	28 February 2018	28 February 2019	28 February 2020
The CLF must notify the LA of the arrangements and publish them on the website by	15 March 2018	15 March 2019	15 March 2020

Table 1 Admissions Timetable

\*National Offer Day is on the date specified or the next working day where the specified date is a weekend or bank holiday.

### **3 Process of Application**

- 3.1 Applications for places at the Academy will be made in accordance with Bristol City Council and Bristol Inclusion Panel co-ordinated admission arrangements, and will be made on the Common of Provision Form (COP) provided and administered by the Local Authority.

### **4 Published Admissions Number**

[Delete or amend relevant age PAN as appropriate]

- Bristol Futures Academy has a PAN of 12 places in Year 10 leading to a total number of 20 places across Years 10 to 11 when at full capacity.
- Bristol Futures Academy has a PAN of 20 places in Year 12 leading to a total number of 20 places across Years 12 to 13 when at full capacity.

### **5 Consideration of Applications**

- Bristol City Council and Bristol Inclusion Panel will consider all application for places. Where fewer than 20 applications are received, the Bristol City Council and Bristol Inclusion Panel will offer places to all those who have applied.

### **6 Students with Special Educational Needs or Disabilities**

- 6.1 Children with Statements of SEND or an EHC Plan are placed in schools/academies through the arrangements set out in the SEND Code of Practice and not through these admission criteria. All admission authorities are required by Section 324 of the Education Act 1996 to admit to the academy a child with a Statement of SEND or an EHC Plan that names the academy. Academies must admit such children whether they have places or not. Any appeal concerning the statement of the admission is to the independent First-Tier Tribunal (Health, Education and Social Care Chamber). Parents/carers of children with Statements of SEND or an EHC Plan should contact their child's lead professional for any further information.

### **7 Appeals**

- 7.1 When an offer of a place is made, the reasons for the decision will be set out, together with details of how the parent/carer can lodge an appeal against the decision by the deadline for doing so. The Academy must establish an independent appeals panel to hear the appeal.
- 7.2 The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the Academy is required to admit the child.
- 7.3 The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals.
- 7.4 Parents will normally have 20 school days after notification of a place not being offered to lodge an appeal.
- 7.5 Parents/carers wishing to appeal against an admission appeal should send a completed appeal form to the address detailed on the offer letter. Other documents may be submitted

in support of an appeal and should be lodged not less than 5 school days before the appeal hearing.

- 7.6 Parents/carers will be given 10 school days' notice of the appeal hearing, unless they agree to a shorter period of notice.
- 7.7 The decision of the Appeal Panel will be communicated in writing as soon as possible after the hearing has been concluded and within 5 school days. In the case of unsuccessful appeals the Appeal Panel will give the parents/carers their reasons for not upholding the appeal.

## Annex A Notes/definitions to the oversubscription criteria

### Bristol City Council and Bristol Inclusion Panel

1. Children in Public Care\* are children who are in the care of the local authority or provided with accommodation by the authority in accordance with section 22 of the Children Act 1989.

2. Siblings refers to brother or sister, half brother or sister, step brother or sister, or a child of the parent or carer's partner where the child for whom a place is being sought is living in the same family unit at the same address. Pupils will not be considered as a sibling link where the older child is attending the school in the year of entry as Year 12 or Year 13 students.

Home address – The 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 and where the child is registered with a doctor.

3. Geographical considerations Home to school distance will be measured in a direct line from a point on the home address as held by the Local Authority to a point within the school building using the Local Authority's computerised mapping system.

4. Tie breaker: Random allocation will be carried out by a person who is independent of the academy and the school admissions process.

5. Maps To view the areas of priority, visit <http://maps.bristol.gov.uk/pinpoint/> Specific addresses can be located by entering a postcode via the 'Address' tab. School priority areas can be seen via the 'Education' tab and selecting 'Secondary school areas of first priority' or 'Secondary school areas of second priority'.