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Approved:	<b>December 2018</b>	By:	<b>Ed Lead &amp; Trust Board</b>		
Ratified:	<b>29<sup>th</sup> September 2017</b>	By:	<b>Trust Exec. Headteacher</b>		
Review:	<b>January 2020</b>	By:	<b>Head and Shadow Council</b>		

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## Mulberry Park admission arrangements for 2020/21

### Introductory statement

We will seek to offer an admissions system that provides equal and fair opportunities to all applicants. An Educate Together school is committed to the principle of equality of access, irrespective of social, cultural or religious background.

### Admission number(s)

The school has an admission number of 30 for entry in year reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

### Application process

#### Making an application

If parents or carers wish to apply for a place at the school for Reception class for September 2020 they must apply using the application form that is available from the Bath and North East Somerset Council website or the local authority relevant to the child's home address:

<http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools>

#### Date for admissions, offers of places and confirmation of a place

Applications for places in the reception class for September 2020 will need to be received by the applicant's home local authority by the 15 January 2020. First offers of places will be made by email and post by 16 April 2020. Parents/carers will be required to confirm acceptance by 2 May 2020. Failure to confirm acceptance of a place may result in that offer being forfeit and the place being offered to another child. It is important that parents/carers ensure that the school has up-to-date contact details at all times.

#### Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Priority will next be given to the siblings of pupils attending the school at the time the application is received. Where an older sibling is in year 6 at the time of application the sibling will not be prioritised.

Brothers/sisters must live at the same address as the child for whom the application is being made. This includes half, step and foster brothers/sisters who live at the same address. Home address as defined by the Local Authority Admissions Policy.

3. Other children

## **Tie-break**

If in categories 2-3 above, a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission: In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as determined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

If children live exactly the same distance from the school a place will be provided on the basis of drawing lots randomly. Someone unconnected with the school or academy trust will oversee this.

## **Twins and Multiple Births**

If the last child to be offered a place is a twin or other multiple birth, and their sibling cannot be offered initially, the school will, in these circumstances ensure both twins are offered a place. In the case of triplets or other multiple births, the same policy will apply.

## **Late applications**

All applications received by the LA 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, parents may request that their child is placed on the school's waiting list.

## **Deferred entry for infants**

Parents 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 31 August, 31 December and 31 March.

## **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust 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 Headteacher and any supporting evidence provided by the parent.

## Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust 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.

Children'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.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Academy Business Manager at Educate Together Academy Trust, Avonvale Road, Bristol BS5 9RH, by 15 May 2020 for information on how to appeal. Information on the timetable for the appeals process is on our website at [www.mulberrypark.org.uk](http://www.mulberrypark.org.uk).