



St Mary Redcliffe  
and Temple School

## **Admissions Procedure for In-Year Applications Other than for the Sixth Form**

The arrangements and criteria listed below apply only for applications in 2024/25 and will be reviewed annually by the Governing Body. They should not be regarded as binding for future years.

All applicants must complete an In-Year Application which can be obtained from the school website by following the link below:

<http://www.smrt.bristol.sch.uk/index.php/admissions>

The In-Year Application should be completed and submitted directly to St Mary Redcliffe and Temple School. This application provides information which enables the Governors to allocate places in accordance with the oversubscription criteria in this Procedure. This application can only be submitted online.

If a place is available, the applicant will be offered a place. If a place is not immediately available, the applicant will be added to the Waiting List.

The school adheres to and adopts Bristol City Council's Fair Access Protocols.

**Definitions** - full meaning set out below for all terms followed by an asterisk (\*):

Church	<p>A Church of England or Anglican Church <b>or</b>  A Christian Church which is a member of Churches Together in England (or its partner bodies in Scotland, Wales &amp; Ireland) <b>or</b>  A Church or congregation that can provide either evidence of membership of the Evangelical Alliance, or a statement of belief that is Trinitarian.</p>
Home	<p>The permanent place of residence of child and Parent/Carer*. Bristol will not accept more than one address as the child’s home address. Where a child regularly lives at more than one address the Local Authority will have to reach a conclusion about which should be counted as the main address when allocating places, taking relevant evidence into account. Normally this will be the address where the child is registered with a medical GP. Where parents or carers are living separately and do not agree on the child’s home address, they are urged to reach an agreement. If this does not happen evidence may be required by providing court documents or other legally binding documentation such a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided Bristol Local Authority will determine the address be used for allocating a school place.</p>
Parent/Carer	<p>Includes either or both Parents/Carers* or a sole Parent/Carer*. Where only one of two Parent/Carers* satisfies the criterion, the application will be treated equally with applications where the criterion is satisfied by both Parents/Carers*, save in the definition of Home*. The reason for this is to ensure that children of separated or divorced Parents/Carers* are treated in the same way as a child, whose Parents/Carers* live together. The expression “Parent/Carer*” includes permanent legal carers but must relate to <b>either</b> a parent <b>or</b> a permanent legal carer, but not both.</p>
Sibling	<p>A Sibling* is a brother or sister, half-brother or half-sister or stepbrother or stepsister living in the same Home* and family unit.</p> <p>Full brothers/sisters are defined as children who have the same biological or adoptive Parents*. Half brothers/sisters are defined as children who share only one biological or adoptive Parent*. Stepbrothers/sisters are defined as children who are not related biologically but are living in the same household. For the avoidance of doubt, this does not include cousins, other family members or friends.</p>
Looked After Children or previously Looked After Children	<p>Children in care or children who were previously in care.</p> <ul style="list-style-type: none"> <li>i. To a Local Authority in England and immediately after being in care who became subject to an adoption, child arrangement order, or special guardianship order.</li> <li>ii. Those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.</li> </ul> <p>Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).</p>

	<p><b>Definitions</b></p> <p>Children in Care and Children Previously in Care:</p> <ol style="list-style-type: none"> <li>i. Children in care are children who are in the care of a local authority or provided with accommodation by that authority under section 22 of the Children Act 1989. <u>1989 Children’s Act</u></li> <li>ii. In relation to school admissions legislation a ‘looked after child’ is a child in public care at the time of application to a school. Applicants can provide evidence demonstrating their child was previously in care to an institution acting as a Local Authority, or an organisation that supports the best interests of the community/child. In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child, confirming that they were looked after immediately prior to that order being made, or such evidence that demonstrates a child was in state care outside of England prior to being adopted.</li> </ol> <p>(In case of queries we refer to the wording and definitions of the DfE <u>School Admissions Code</u> (Referred to as Looked After Children. Page 10, Paragraph 1.7)</p>
<p>In-year application*</p>	<p>This is an application for a child to be admitted to the school at any time outside of the normal admissions round, i.e. at times other than the start of Year 7.</p>

**Published Admission Number (PAN)**

The PAN decided by the governors on the basis of the capacity of the school is 216.

**Children with an Education, Health and Care**

If the school is named in the Education, Health and Care Plan the child will be admitted.

**Oversubscription Criteria**

In the case of oversubscription, after the allocation of places to children with an Education, Health and Care Plan the remaining places will be allocated in the following order:

**A Looked After\* Children or previously Looked After\* Children**

**B Church Applicants in order of priority**

- Applicants under this criterion will be grouped as in Note 1

**C Faiths Other than Christian**

- Applicants under this criterion need to be practising adherents of Buddhism, Hinduism, Islam, Judaism or Sikhism.
- Applicants under this criterion will be grouped as in Note 1

**D Additional Local Applicants**

- Applicants who live within 500 metres of the school

**E Other Applicants**

**Tie-Breakers**

- First priority will be given to applicants with siblings\* already at the school who will still be attending the school on the date of proposed admission.
- Second priority will then be given to children living closest to the school – see Note 2 overleaf. Applications with equal distance will not be split.

- The above priority order also applies to each of the Groups in Note 1 overleaf.

## Notes

1. **Church\* Applicants and Other Faith Applicants** will be considered by the Governors and placed in Groups on the basis of information provided on the application as confirmed by Church/Place of Worship\* representatives, as follows:

Group 1: The child is a member of Group 1, if the Parent/Carer\* and/or the child are very regular worshippers. This means normal attendance for worship at a Church/Place of Worship\* is three or more times a month for a minimum of the last three years.

Group 2: The child is a member of Group 2, if the Parent/Carer\* and/or the child are regular worshippers. This means normal attendance for worship at a Church/Place of Worship\* is two or more times a month for a minimum of the last two years.

Group 3: The child is a member of Group 3, if the Parent/Carer\* and/or the child are occasional worshippers. This means normal attendance for worship at a Church/Place of Worship\* is a minimum of four times in the past year.

'Worship' in the above includes Sunday services, weekday services, Sunday School or other faith development groups on a Sunday or any other day. It does not include worship during normal school activities.

'Minimum of years': Parents/Carers\* should calculate the minimum number of years' attendance as including the period up to the day before the date of application.

In the event that during the period specified for attendance at worship the Church, or, in relation to those of other faiths, relevant Place of Worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the Church or, in relation to those of other faiths, relevant Place of Worship or alternative premises have been available for public worship.

2. **Distance**

Home to school distances will be measured in a direct line from a point on the home address as held by the Local Authority, defined in the Local Land and Property Gazetteer, to a defined point within the Main School building using the Local Authority's computerised mapping system.

3. **Multiple Births**

It is the policy of the Governing Body not to separate twins or other multiple birth children living at the same address.

4. **Waiting List**

Applicants who are refused a place as a result of oversubscription will be placed on a waiting list, from which children will be drawn in accordance with the oversubscription criteria to fill vacancies that arise. Waiting lists are terminated annually on 31 July. A new application needs to be made each year.

5. **Sixth Form**

The Admissions Policy for the Sixth Form is on the school website.

## Other Points to Note

Information on an application must be complete, truthful and accurate. If an application is fraudulent or deliberately misleading, any place offered is likely to be withdrawn. A place is unlikely to be withdrawn for these reasons once a child has started at the School.

The decision to offer a place to an applicant is entirely that of the Governing Body

A refusal letter will be sent in respect of all unsuccessful applications and information regarding the right to appeal will be included with it. Unless there are significant and material changes in the circumstances of the Parent/Carer\*, child or school relevant to a further application, such application cannot be considered in the course of the same academic year and so no fresh appeal can be made. The Governors and School must not be lobbied individually in relation to specific applications and appeals. Any representations must be in writing. The representations will be passed to the Appeals Panel.

If a place is offered, the Parent/Carer must either accept or refuse that offer within 14 days. Where, following reminders, the Parent/Carer does not respond to an offer within a further 14 days, the Parent/Carer will be deemed to have declined it.

The School has an Equalities Policy, and this can be found on the school website.

Please see definitions of any terms followed by an asterisk (\*) on page 2 of the Admissions Procedure for in-Year Applications.