



Elmlea Schools' Trust

Admissions Policy

Including 2025/2026 Admission arrangements

Document History Record of recent Policy changes

Date	Author/Owner	Change	Origin of
January 2020	Clare Sanders		New Admission policy for Elmlea Schools Trust, incorporating Elmlea Infant and Elmlea Junior School Admission Arrangements
April 2020			Included information from BCC Co-ordinated Scheme relating to Admission to children outside their normal age range.
September 2020	Clare Sanders	Changes following further feedback from Bristol City Council including removal of map & separation of EIS/EJS details	BCC Co-ordinated Admissions Scheme
Jan 2021	CS	Update dates. No Change to admission arrangements	
Jan 2022	AD	Date changes	
February 2023	AD	Date changes	
January 2023	AD	Date changes	

Trustees 'Committee	Local Governing Body Joint Committee
Policy Adopted	By Board of Trustees 7 th February 2024
Review cycle	Annual
Review date	Spring Term 2025

ADMISSIONS POLICY

Elmlea Schools' Multi Academy Trust is the Admissions Authority for all Academy Schools within the Multi Academy Trust.

The Published Admissions Numbers (PAN) for Elmlea Infant School is 90 places in Reception Year (Year R), leading to a total number of 270 places across Years R to 2 when at full capacity.

The Published Admissions Numbers (PAN) for Elmlea Junior School is 90 places in Year 3, leading to a total number of 360 places across Years 3 to 6 when at full capacity.

Any changes to the PAN requested by a relevant Local Authority or a Local Governing Body will be decided by the Board of Trustees of Elmlea Schools' Trust.

The Elmlea Schools' Trust adopts the Priority/Catchment Area as defined and published by Bristol City Council.

Oversubscription criteria for each of the schools within the Elmlea Schools Trust is approved by the Board of Trustees.

In compliance with the Funding Agreements in place between the Elmlea Schools' Trust and the Secretary of State for the Department for Education, Elmlea Schools' Trust will co-operate with the relevant Local Authorities on the co-ordination of admissions.

In the event of an application for In Year Admissions, the application will be determined by the Local Governing Body Admissions Panel of the School to which the application applies.

All Local Governing Bodies within the Elmlea Schools' Trust must comply with the In-Year Fair Access Protocol of the Local Authority.

The Elmlea Schools' Trust Admissions Policy is to be read in conjunction with [School Admissions Code 2021](#)

Elmlea Schools' Trust

Elmlea Schools' Trust is the Admissions Authority for Elmlea Infant School and Elmlea Junior School.

ELMLEA INFANT SCHOOL

Admission Arrangements for 2025/2026 school year for first admission to Reception year in Bristol

All Local Authorities in England are required to have co-ordinated arrangements for admission to Reception in primary schools.

Reception Year Admissions for Elmlea Infant School are administered by Bristol Local Authority Admissions Service. Parents of children resident in Bristol apply to Bristol City Council on the common application form regardless of where the schools applied for are situated.

Bristol City Council co-ordinates applications for schools in Bristol including Elmlea Infant School.

All Bristol resident children will receive a single offer of a school place that will be sent by Bristol City Council on the relevant National Offer Day.

The Published Admissions Number (PAN) for Elmlea Infant School for Reception is 90.

Where there are more applications than places available at Elmlea Infant School, allocations will be made in the order of priority.

Initial allocations will only involve those applications received by the published closing date and accepted as 'on time'.

Priority is not given to first preferences. We aim to meet the highest preference possible for every applicant by Bristol City Council Admissions Service applying the published oversubscription criteria equally to all applications for the school.

- 1. Children in Care or children who were previously in Care but immediately after being in Care became subject to an adoption, child arrangement order, or special guardianship order.**

Children in care are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.

In certain circumstances, a Child in Public Care may be admitted to a school even though the school is fully subscribed in the relevant year group.

- 2. Siblings**

Where there are siblings in attendance at Elmlea Infant or Elmlea Junior School and who will still be on roll in the year of entry.

- 3. Geography**

Children living closest to the school as measured in a direct line from the home address to the school, with priority being given to those who live nearest to the school in a direct line as the crow flies.

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 point within the main school building using the Local Authorities computerised mapping system.

The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996. If a child regularly lives at more than one address the LA will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where the child Benefit is paid and where the child is registered with a doctor.

Documentary evidence of current address or new address if applicable may be requested.

Deferred admission for entry into a Reception class

Depending on their child's date of birth, places may be deferred until the start of term 3 or 5 but not later than the term following the child's fifth birthday and cannot be deferred until the start of the following academic year.

If parents wish to defer their child's admission and the term following their fifth birthday would be September 2025, parents will need to notify the school, where a place has been offered, of their intentions to do so. Parents will need to put this in writing to the school and their child's place at the school will be withdrawn and may be offered to another child. It is then the parent's responsibility to apply for a school place in year 1, with their chronological cohort. Please be aware that year groups at Elmlea Infant School are usually full and a place cannot be guaranteed in Year 1 as a matter of course.

Parents should make any request to the school for a deferment once they have received an offer of a school place. The school place will be held for that child and will not be available to be offered to another child.

Admission of children outside their normal age group

All parents and carers may seek a place for their child outside of their normal age group.

In addition, the parents and carers of a summer born child (children born between **1 April** and **31 August**) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted to reception rather than year 1.

Where Parents and carers wish to make an application for a place outside of their normal age group an application must be made **by 15 January 2025**, together with written reasons for wishing to delay admission. Parents and carers will receive the response to their request before primary national offer day of **16 April 2025**.

Decisions are made on an individual basis, in the best interests of the child. When making the decision the admission authority will take account the views of; parents, professionals (E.g. medical) and Head Teacher at the requested school together with information concerning academic, social and emotional development.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. The parents or carers must make a new application as part of the main admissions round the following year by the closing of **15 January 2026**.

If the request is refused, the parents or carers 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 1 for the September following the child's fifth birthday.

The statutory right of appeal does not apply if a place is offered at the preferred school but not in the preferred age group.

Parents and carers should consider whether to request admission out of the normal year group at all their preference schools rather than just their first preference school as one admission authority cannot be required to honour a decision made by another on admission out of the normal age group.

Parents should be aware that a school might become full in the Reception age group with pupils whose parent applies for a place during the 2025-26 school year. There may be no places available in a preferred school for those who defer their child's admission until Year 1. These parents will need to apply for a Year 1 school place for their child at the relevant time.

ELMLEA JUNIOR SCHOOL

Admission Arrangements for 2025/2026 school year for YEAR 3 admission

The Published Admissions Number (PAN) for Elmlea Junior School for Year 3 is 90.

Oversubscription Criteria

Priority is not given to first preferences. We aim to meet the highest preference possible for every applicant by Bristol City Council Admissions Service applying the published oversubscription criteria equally to all applications for the school.

In the event that Elmlea Junior School is oversubscribed, then the following oversubscription criteria will be used when allocating places:

Elmlea Infant School to Elmlea Junior School Transfer

The two schools have an equal admission number of 90. Year 2 children attending Elmlea Infant School in the summer term are offered a Year 3 place at the Junior School automatically. Year 2 parents are contacted by Elmlea Junior School to confirm acceptance of their places.

- 1. Children in Care or children who were previously in Care but immediately after being in Care became subject to an adoption, child arrangement order, or special guardianship order.**

Children in care are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.

In certain circumstances, a Child in Public Care may be admitted to a school even though the school is fully subscribed in the relevant year group.

- 2. Siblings**

Where there are siblings in attendance at Elmlea Infant or Elmlea Junior School and who will still be on roll in the year of entry.

- 3. Geography**

Children living closest to the school as measured in a direct line from the home address to the school, with priority being given to those who live nearest to the school in a direct line as the crow flies.

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 point within the main school building using the Local Authority's computerised mapping system.

The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996. If a child regularly lives at more than one address the LA will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where the child Benefit is paid and where the child is registered with a doctor.

Documentary evidence of current address or new address if applicable may be requested.

Elmlea Infant and Junior School

In-Year Admissions

Vacancies may occur for any year group at any time. Applicants should contact the school for details and complete the school's application form.

If the school has places within the relevant year group, a place will be offered, and admission will be arranged between the school and the applicant. It is expected that the applicant will have informed their child's current school prior to making an application. In the best interests of the child, the Head teacher will contact the current school to support transition.

If a place is unavailable for the relevant year group, the school will add the new application to its waiting list of all applicants seeking a place. All applications will be ranked in line with the school's over-subscription criteria and allocations will be made in accordance with it.

Priority will not be given on the basis simply of the date an application was added to the list.

Children who are the subject of a direction by the Local Council to admit or who are allocated a school in accordance with a Fair Access Protocol for school places will take precedence over those on the waiting list.

Waiting List

Where Elmlea Infant / Elmlea Junior School has been oversubscribed in the normal admissions round and places have been refused to some applicants, a waiting list will be maintained for any vacancies which subsequently occur in either school.

The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list.

A waiting list for places are maintained and reviewed annually. Parents will be contacted with regards to their wishes to remain on the list for a further 12-month period.

Admissions of children outside their normal chronological year group (delayed or accelerated entry)

Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year

group that is not the chronological age year group, will be considered. Elmlea Schools' Trust is the admissions authority for the schools and will make the final decision.

In addition, parents of summer born children (born on or between 1 April and 31 August) can request to admit their child into the Reception year, one year after they would normally enter the school. The admissions authority for the school will make the final decision.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. This will include taking account:

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The admissions authority must also take into account the views of the head teacher.

Parents will need to write to the school to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed.

For reception and junior intake applications, it is advised that an on time application is submitted for the correct chronological year group. If the delay/accelerated request is agreed, the on-time application can be withdrawn, and a new application should be made the following year. If the request is not agreed, and the child stays in their chronological age group, the on-time application can still be processed. If a request is not agreed and the child does not have an on-time application, then a late application would need to be submitted.

Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the agreed admission cohort. The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

Appeals

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 local governing body must establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child.

The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals.

Parents will normally have 20 school days after notification of a place not being offered to lodge an appeal.

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.

Parents/carers will be given 10 school days' notice of the appeal hearing, unless they agree to a shorter period of notice.

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.

Definitions

SIBLINGS

Sibling is defined in these arrangements as children who live permanently in the same household AND who are brother or sister, half brother or sister, step brother or sister, adopted and fostered 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 children who have left the school in the year of entry. For example, children applying for a Reception place at Elmlea Infant School, where the older sibling is in Year 6 at Elmlea Junior School and will no longer be in primary education for the following September.

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).

If a child regularly lives at more than one address the admissions 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.

Where parents of a child do not live together and the child lives for part of the week with one parent and part with the other, the child's address for school admission purposes is deemed to be the address where s/he normally spends the most nights in a week and from which s/he normally comes to school.

Documentary evidence may be required to confirm a child's home address.

Where a school place is allocated on the basis of an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and in such circumstances the place may be withdrawn.

Where a child's address changes after National Offer Day, Bristol City Council (Reception admissions) / Elmlea Junior School (Y3 admissions) may request an explanation for the house move and documentary evidence that the child is resident at the new property. The Admission Service operates a thorough and robust address checking process.

Home to school distance

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.

Tie-breaks

Where there are more applications than there are places remaining within a particular category, the direct distance from home to school will be used as a tie-break. When the further distance to qualify for a place relates to a

household containing two or more children for whom application are made (e.g. twins, triplets etc.), the remaining child will also be offered a place above the PAN, if necessary. This would also apply to a brother or sister born in the same academic year.

Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the school as measured in a direct line from building to school; the available place(s) will be allocated by drawing lots. Any offer of a place determined by random allocation will be independently verified.

Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

Education, Health and Care Plan

Children with Education Health and Care Plan (EHCP) follow the transfer arrangements set out in the Code of Practice and associated regulations and are not subject to general admissions arrangements.

There is also an expectation that the child and applicant will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term in relation to the coordinated admissions process.

Further Information

Full Details of Elmlea Schools Trust’s Admission Arrangements are available from the schools and Bristol City Council, Admissions Service

<p>Elmlea Infant School Elmlea Avenue Westbury on Trym Bristol BS9 3UU</p> <p>T: 0117 377 2352</p> <p>email info@elmleaschoolstrust.com</p>	<p>Elmlea Junior School The Dell Westbury on Trym Bristol BS9 3UF</p> <p>T: 0117 377 2266</p> <p>email info@elmleaschoolstrust.com</p>
<p>For Reception Admissions only:</p> <p>School admissions Bristol City Council (City Hall) PO Box 3399 Bristol, BS1 9NE</p> <p>Email: school.admissions@bristol.gov.uk Tel: 0117 903 7694 Website: www.bristol.gov.uk/admissions</p>	

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.

	Admissions in September 2025
Consultation period for changes to the Admissions Policy	6 weeks between 1 October 2023 and 31 January 2024
The EST must determine admission arrangements by	28 February 2024
The EST must publish the appeals timetable by	28 February 2024
The EST must notify the LA of the arrangements and publish them on the website by	15 March 2024

Final date for applications from parents/carers	15 January 2025
Final date for providing evidence confirming change of address	19 January 2025
Applications sent to the relevant local authority	29 January 2025
Applications sent to Bristol own admission authority schools	3 February 2025
Bristol own admission authority schools send a list to BCC of pupils to be offered or refused a school place	24 February 2025
Local authorities sent details of pupils allocated places in their area	18 March 2025
Schools sent details of all final offers for their school up to their admission number	28 March 2025
Offers of school places sent to parents and carers including offers from other local authorities and own admission schools	16 April 2025
Parents and carers must respond to the offer of a school place	By 30 April 2025
Details of late applications, on-time applicants wanting a place at their preferred schools and of places not accepted exchanged between Local Authorities for second round allocations	30 April 2024 to 8 May 2025
Schools sent details of offers accepted by parents and carers	8 May 2025
Deadline for lodging an on-time appeal where Bristol City Council present appeals on behalf of the school or academy	6 June 2025
School appeals held	From late June 2025