Cabot Learning Federation

Summerhill Academy Admissions Policy 2027-2028

Date Approved:
Approved By:
Review Frequency: Annual
Date of Next Review:

History of most recent Policy changes

Please add history of changes from current policy

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 2025	Whole Document	Creation of new policy following review	Implementation of new Policy
February 2026	Para 9.1	Wording amended following advice received from Trust Solicitors	Feedback from Consultation

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1 Policy Statement

1.1 The purpose of this policy is to make clear the admissions process for Summerhill Academy.

1.2 The CLF has agreed that the admission arrangements will remain in line with the agreed arrangements for Bristol City Council and the Secretary of State.

2 Equalities Impact Assessment

An Equalities Impact Assessment has been carried out. The assessment concluded that there was no adverse impact identified for any groups of people with protected characteristics. The full Equalities Impact Assessment Report can be obtained from governance@clf.uk.

3 Reference to other relevant policies

3.1 Please see the academy website for further information

4 Legislation or non-statutory guidance

4.1 The Cabot Learning Federation (CLF) adheres to the statutory requirements and the principles outlined in the School Admission Code (DFE 2021), which all academies are required to adhere to via the Funding Agreement between Summerhill Academy and the Secretary of State.

5 Roles and Responsibilities

5.1 The 'admission authority' for the Academy is the Federation via its Board of Trustees

5.2 The Federation delegates its admission related functions to the Academy's Local Academy Council, who approve the Admission Policy

5.3 The Academy has chosen to opt into Bristol City Council's coordinated scheme for in-year admission. The Admission Committee formed of at least three Local Councillors consider requests for admission outside normal age range.

5.4 The Principal is responsible for the implementation and application of this policy.

5.5 Local Authority co-ordinates admissions in the normal admission round for all schools in the area.

6 Data Protection Implications

6.1 Data collected during the admission process will be handled in accordance with the Trust Data Protection and Records Retention policies.

7 Introduction

7.1 This Admission Policy is part of the admission arrangements for Summerhill Academy (Academy), which is part of Cabot Learning Federation (Federation), a multi academy trust.

7.2 The Academy is a co-educational publicly funded Junior school welcoming applications for the admission of children regardless of ability, aptitude, special educational or other needs, disabilities or other protected characteristics.

7.3 The Academy admits children into Year 3r, who usually remain until Year 6.

7.4 The 'admission authority' for the Academy is the Federation via its Board of Trustees. The Federation delegates its admission related functions to the Academy's Local Governing Body, who in turn delegate to an Admission Committee formed of at least three Local Governors.

7.5 This policy and all admission functions are carried out in compliance with admission law, the School Admissions Code 2021 and the School Admission Appeals Code 2022 (as revised by the Department for Education (DfE) from time to time), as well as other relevant laws such as the Equality Act 2010, Human Rights Act 1998, and the law and statutory guidance relating to special educational needs.

7.6 In education law and this policy, a 'parent' is a natural or adoptive parent of a child (regardless of whether they have care of, contact with and/or parental responsibility for the child), as well as other persons who are not the natural or adoptive parent of the child but who have care of and/or parental responsibility for them.

7.7 In determining whether a 'parent' has care of a child at the time of application or appeal, any absence of the child or young person at a hospital or boarding school and any other temporary absence will not be taken into account.

7.8 In this policy, 'home Local Authority' refers to the Local Authority whose area the child's home address is located in.

8 Children with an Education Health and Care Plan (EHCP)

8.1 Children with an EHCP are not admitted under this policy as, they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice: 0 to 25 years and Part 3 of the Children and Families Act 2014. Their EHCPs are maintained by their home Local Authority, who are responsible for making decisions as to which educational setting will be named in the EHCP as the one the child will attend

8.2 Where the parents of a child with an EHCP want them to be educated at the Academy, they must discuss this with the SEN team at their home Local Authority. The home Local Authority may then consult the Academy on its suitability and compatibility, before deciding whether or not to name the Academy in the child's EHCP.

8.3 Where the Academy is named in section I of the child's EHCP, it will admit the child. Where this happens in the 'normal admission round' (i.e. admission to year 3 at the start of September), their place will be allocated before others within the PAN, reducing the number remaining. Where this happens at any other time, they will be admitted when the Academy is named regardless of numbers.

9 Published Admission Number (PAN)

9.1 Summerhill Academy has a PAN of 60 places in Year 3, leading to a total number of 240 places across Years 3 to 6 when at full capacity. Summerhill Academy is paired with Summerhill Infant School. This means that parents of pupils in Year 2 who are already on the roll and attending

Summerhill Infant School do not need to apply for admission through the Local Authority's Common Application Form for entry to Year 3 at Summerhill Academy. A Transfer Form will be provided to all parents. The PAN applies to all applicants to the Academy, including those who transfer from Summerhill Infant School. All places are allocated in accordance with the oversubscription criteria below.

10 Oversubscription Criteria

10.1 Where there are fewer applications than places available, all children will be offered a place.

10.2 Where there are more applications than places available, places will be offered to children in the following categories in this order of priority:

10.3 Looked after and previously looked after children
10.4 Pupils automatically transferring from Summerhill Infants School
10.5 Children living within the Academy's designated area of first priority with a sibling at the Academy in Year 3 to Year 6
10.6 Children living within the Academy's designated area of priority.
10.7 Children with a sibling at the Academy in Year 3 to Year 6
10.8 All other children

10.9 **Looked after and previously looked after children**

10.9.1 A 'looked after child' is one who 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, in England.

10.9.2 A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

10.9.3 Applications in this category may need to be supported by documentary evidence, such as a signed letter from the child's current or former Social Worker confirming their status, and/or an adoption, child arrangements or special guardianship order. Documentary evidence must only include confirmation of the child's status as a Looked After Child or Previously Looked After Child and no other details such personal details about parents and families, the first language of the child, details of parents' or a child's disabilities, special educational needs or medical conditions.

10.9.4 In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance

Admissions priority for children adopted from state care outside England will be followed. The guidance can be found here.

10.9.5 Where the Virtual School Head (VSH) at the Local Authority has already verified the child's status and the Academy is able to confirm this with them, there will be no need for documentary evidence to be provided with the application.

10.9.6 Where no documentary evidence can be provided, the application will be considered on the available evidence.

10.10 **Pupils automatically transferring from Summerhill Infants**

10.5.1 Pupils on roll in the Year 2 age group at Summerhill Infants school

10.11 **Children living within the Academy's designated area of first priority with a sibling at the Academy in Year 3 to Year 5.**

10.11.1 The child's home address (as defined in this policy) must be located in the designated area of first priority for the Academy at the time of application and admission. Whether or not the child's home address is located in the designated area of priority can be checked via https://maps.bristol.gov.uk/pinpoint/ and selecting Summerhill Academy .

10.11.2 For inclusion in this criterion, the sibling must attend the Academy in Reception to Year 5 at the time of application.

10.11.3 For the purposes of this policy, a 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister (sharing one or both parents), a foster brother or sister of an applicant who falls under the definition of a looked after child, a step brother or sister (where one child's parent is married or in a civil partnership with the other child's parent) and a child of the applicant's parent's partner where they have cohabited for at least one year. For the avoidance of doubt, a child of a family member (e.g. cousin or grandchild or child of another child of the family) or friend will be a 'sibling', if they live at the same address as the applicant child.

10.11.4 In all cases, the sibling must live at the applicant child's home address (as defined in this policy) as part of the child's family unit. For the avoidance of doubt, a child of a family member (e.g. cousin or grandchild or child of another child of the family) or friend will be a 'sibling', if they live at the same address as the applicant child.

10.11.5 Parents will be expected to provide satisfactory documentary evidence of the child applicant's home address, and/or the home address of others (e.g. siblings), and/or family relationships where appropriate. This may include family court orders and/or birth certificates and/or proof of ownership and renting.

10.12 **Children living within the Academy's designated area of priority.**

10.12.1 For inclusion in this criterion, the child's home address (as defined by this policy) must be situated within the Academy's designated area of priority which is shown on the Map published via the following link: https://maps.bristol.gov.uk/pinpoint/ and selecting

Summerhill Academy and on the Academy's website alongside this policy. A hard copy can be provided by contacting the Academy Reception office.

10.13 **Children with a sibling at the Academy in Reception to Year 5**

10.13.1 For inclusion in this criterion, the sibling must attend the Academy in Year 3 to Year 5 at the time of application.

10.13.2 A 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister (sharing one or both parents), a foster brother or sister of an applicant who falls under the definition of a looked after child, a step brother or sister (where one child's parent is married or in a civil partnership with the other child's parent) and a child of the applicant's parent's partner where they have cohabited for at least one year. For the avoidance of doubt, a child of a family member (e.g. cousin or grandchild or child of another child of the family) or friend will be a 'sibling', if they live at the same address as the applicant child.

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10.13.4 Parents will be expected to provide satisfactory documentary evidence of the child applicant's home address, and/or the home address of others (e.g. siblings), and/or family relationships where appropriate. This may include family court orders and/or birth certificates and/or proof of ownership and renting

10.14 **All other children**

10.14.1 All applicant children not included in any of the criteria above will be included in this criterion.

11 Tie Breaker

11.1 Where there are more applicants than places in any of the oversubscription criteria above, the order in which places are allocated will be determined by reference to the distance between the child's home address (as defined in this policy) and the Academy, with those living closer having higher priority.

11.2 The distance from the child's home address to the Academy is measured in a straight line between the designated address point for the child's home and the designated central point

within the main school building for the Academy, using Bristol City Council computerised mapping system designed for this purpose.

11.3 Where two or more distances are equal (e.g. where they live in the same block of flats), the order in which places are allocated will be determined by random lottery, which will be performed in front of a person who is independent of the Academy.

11.4 Where it is not possible to distinguish between applicants within a particular oversubscription criteria, places will be awarded by random allocation. This process will be supervised by an independent person to the Local Authority and the academy

11.5 In the case of twins, triplets or siblings of a higher multiple birth, where one or more of this sibling group achieve a place in the usual way, but the remaining sibling(s) do not, all of them will be offered a place even where this means exceeding the PAN or normal maximum pupil number for that year group. These children will be 'excepted pupils' in Reception Year, Year 1 and Year 2 for the purpose of the statutory maximum infant class size rules.

12 Child's Home Address

12.1 The child's home address is defined in this policy, and it is the address meeting this definition that must be stated in the application, and will be used when the application is processed.

12.2 The child's home address is the residential (not business) address at which they will live and sleep for more than 50% of their time from Sunday to Thursday night each week during term time, at the time of their admission. The home address will usually (but not always) be the address at which the child is registered with their GP, hospital, dentist and/or optician, at the time of application.

12.3 Where the child lives with more than one parent and there is a factual 50% split between the time described above, the home address will be that used in the application.

12.4 Where any question arises over whether the stated child's home address is correct, parents will be asked to provide satisfactory documentary evidence to establish this. This may also be required for other children (e.g. siblings). Satisfactory documentary evidence may include family court orders setting out child arrangements and/or proof of ownership and renting, however other evidence will also be considered.

12.5 Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the applicant child or sibling's permanent home address may be required

12.6 If the child/sibling moves address during the course of the application process, Bristol City Council (and, if different, their home Local Authority) must be notified as soon as possible, and provided with satisfactory documentary evidence that the new address meets the definition, and of the expected moving date.

12.7 Applications are welcomed for the admission of the children of UK Armed Forces personnel and Crown Servants. Where the family is relocating from overseas, the address used will be the address at which the applicant will live when they return, as long as the parents provide

some evidence of this address. Alternatively, a Unit or Quartering address may be used, at the parent's request

13 Application Process in the 'Normal Admission Round'

13.1 All local authorities are required to coordinate admission in the 'normal admission round' for all schools in their area.

13.2 The **'normal admission round'** includes all applications made for Year 3 in September which are made by the statutory deadline for such applications (**15 January 2027**) or made after this date but in time for the child's home Local Authority to offer a place by 'national offer day' (**16 April 2027 or the next working day**).

13.3 Applications in the 'normal admission round' for Year 3 must be made to the child's home Local Authority using their Common Application Form, which will be available on their website. For children resident in Bristol City Council , the webpage can be accessed by clicking on this link: https://www.bristol.gov.uk/residents/schools-learning-and-early-years/school-admissions

13.4 Parents must carefully consider the oversubscription criteria above to check whether any additional forms or documentation should accompany the application for a particular category, as failing to do so could prevent the correct highest category being identified, which could result in a place not being offered.

13.5 A **'late application'** is one received before the first day of term but not in time for the Local Authority to offer a place on 'national offer day'. As these applications cannot be processed until after the first round of place allocations has happened, this is likely to adversely impact on the chances of achieving a place. Parents are therefore strongly encouraged to submit applications by the statutory deadline.

14 Application Process for In-Year Admission

14.1 An **'in-year application'** is one made for Year 3 on or after the first day of term in September, or for any other year group at any time.

14.2 In respect of **all year groups**, a place will be offered unless admitting an additional child would **prejudice the efficient provision of education, and/or the efficient use of resources**, at the Academy.

14.3 Where multiple in-year applications for the same year group are received and processed at the same time, and it is established that some but not all can be offered a place within the PAN/without causing prejudice, the oversubscription criteria and tie breaker set out above will be applied to determine which children will be offered the available places.

14.4 The Academy has chosen to opt into Bristol City Council's coordinated scheme for in-year admission. Accordingly, in-year applications must be made directly to them using their own form for this purpose. Further information can be obtained on their website by clicking this link: https://www.bristol.gov.uk/files/documents/8519-in-year-application-form

14.5 Parents must carefully consider the oversubscription criteria above to check whether any documentation should accompany the application for inclusion in a particular category, as

failing to do so could prevent the correct highest category being identified, which could result in a place not being offered.

14.6 The outcome of in-year applications will be notified in writing to parents ideally within 10 school days, but in any event within a maximum of **15 school days** of receipt.

15 Requests for Admission Outside Normal Age Group

15.1 Parents have a right to ask the admission authority for a school for its permission for their child to be admitted to a year group outside their normal age group (above or below). Parents do not, however, have an absolute right to decide this will happen. The request must be considered by the Admission Committee which will decide whether to agree it in principle, or refuse it, taking into account the factors set out below.

15.2 These requests are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make these requests as early as possible, ideally well ahead of any deadlines for their normal age group, so that they make informed decisions as to preferences when they subsequently apply for admission. A request must be made to the 'admission authority' for each school for which admission outside normal age group is being sought, as the outcome may not be the same for all.

15.3 The Admission Committee makes decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, the Principal's views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. This is not an exhaustive list, and parents may put forward any matters or documents for consideration.

15.4 Parents must complete a Request for Admission Outside Normal Age Group Form. This form can be downloaded and printed out or obtained in hard copy format from the Academy's main office and then submitted to the Academy either by email to **admissions@clf.uk** or by post/hand delivery to the Academy's main office marked for the attention of the Admission Committee.

15.5 The Admission Committee will notify the parents of the outcome of their request in writing, and will explain its reasons in sufficient detail for them to understand why it came to that decision.

15.6 Where the request is agreed in principle, the letter should accompany the application for admission subsequently made. Parents should note that receiving agreement in principle to admission outside normal age group does not guarantee a subsequent offer of a place, it

opens the door for an application for that year group to be made which will be processed with all others received.

15.7 Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, however they may complain to the Academy about the outcome under its published Complaints Policy, if they wish.

16 Statutory Right of Appeal

16.1 Parents have a statutory right of appeal to an independent Admission Appeal Panel against the refusal of a place at the Academy. The refusal letter will set out full details of this right, including where the grounds of appeal must be sent and the deadline for doing so.

16.2 All appeals will be dealt with strictly in accordance with the School Admission Appeals Code 2022 (as revised and republished from time to time).

16.3 The Academy will publish an admission appeal timetable for appeals against refusals in the 'normal admission round' on or before **28 February 2027**.

17 Waiting List

17.1 The Academy operates a waiting list for all year groups, when an admission application is refused the child's name will be entered onto a waiting list for the required year group. The waiting list will be maintained until the end of the school year in question. At the end of the school year all names will be deleted, and parents will have to re-apply for a place if one is still sought.

17.2 When a place becomes available, if there is more than one child in the highest category, the tie breaker will be used to determine which child will be offered the place.

17.3 Children allocated a place under their Local Authority's Fair Access Protocol (which all schools are required to participate in) will take precedence over children on the waiting list, and will be admitted regardless of pupil numbers in their year group.

18 Review and Determination of Admission Arrangements

18.1 The admission arrangements for every school must be determined every year for each successive intake. Where changes are proposed from the previous year (other than an increase in PAN), these must be consulted on for a minimum of 6 calendar weeks between 1 October and 31 January ahead of determination on or before 28 February in the determination year (as defined by the Code).

18.2 The admission arrangements for the 2027-2028 intake were determined on [•this date will be inserted after determination on or before 28 February 2026, ahead of publication on or before 15 March 2026]