



**St Matthias Campus
Oldbury Court Road
Fishponds
Bristol BS16 2JP**

www.steineracademybristol.org.uk
admin@steineracademybristol.org.uk

Admissions Policy for September 2015 entry

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Introduction

Steiner Academy Bristol is an all-through school catering for 4-16 year olds. Our vision is for a nurturing, creative and environmentally-conscious school that combines the values of Steiner education with an inclusive and community-centred ethos.

Steiner Academy Bristol is committed to straightforward, open, fair and transparent admissions arrangements and the school will act fully in accordance with the School Admissions Code, the School Admissions Appeals Code and admissions law as they apply to academies.

Steiner Academy Bristol's admissions arrangements have been chosen as part of the ethos and vision of our school as a community in itself and as part of the local community. Priority for siblings and for children of staff, and a 'nearest first' tiebreaker, are intended to support a school that is connected to its local area and that has a strong internal community.

1. Admissions arrangements

For September 2015, Steiner Academy Bristol will have a published admission number (PAN) of 26 pupils for each point of entry.

The points of entry for Sept 2015 will be Reception; Year 2; Year 4; and Year 7.

Annex 1 of this document shows the points of entry for subsequent years. The school will reach full capacity in 2022.

For September 2015 admissions, the Academy will be part of Bristol City Council's coordinated admissions arrangements for Reception and Year 7 entry, but will act as its own admissions authority for Year 2 and Year 4 entry.

All applications for Reception and Year 7 for September 2015 must be made via Bristol City Council.

All applications for Year 2 and Year 4 should be made directly to the school.

2. Consideration of applications

The Admissions Committee will consider all applications for places. All children with Statements of Special Educational Needs in which Steiner Academy Bristol is named will be offered places before the over-subscription criteria are considered.

When fewer applications than the published admission number or Admission Limit for any Year Group are received, the Academy will offer places to all those who have applied.

When the number of applications is greater than the published admissions number, applications will be prioritised according to the following over-subscription criteria in the order given:

1 Looked-after children or children who were looked-after but ceased to be so because they were adopted, made the subject of a residence order or a special guardianship order.

2 Children of the Founding Directors (See Note 1 below).

3 Children of members of staff (See Note 2 below).

4 Children with a sibling on roll at the Academy at the time of application (see Note 3 below). A sibling is a full, adopted, half or step brother or sister, including a full, adopted, half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or, where appropriate, the natural parental home address. In addition:

- Where applications are received from families with multiple birth siblings (twins, triplets, etc.) and a place can be offered to one of the siblings, places will be offered to the other siblings wherever possible, including offering place(s) above the published admission number;
- Where simultaneous applications are made for two or more children who are not multiple birth siblings, the application will not be considered under the sibling criteria.

5 Children who qualify for Pupil Premium at the time of application (see Note 4 below).

6 Children not satisfying a higher criterion.

Note 1 The Secretary of State for Education has approved derogation from the School Admissions Code to allow this criterion. A list of the Founding Directors is available on the school website.

Note 2 In this policy a 'member of staff' is defined as being one recruited by Steiner Academy Bristol to fill a post for which there is a demonstrable skill shortage, employed on a salaried contract with working hours that exceed 0.2 Full Time Equivalent (FTE).

Note 3 As a new school opening a number of classes, we will fill the new classes one at a time, starting with Y7, then Y4, then Y2, then YR. In each case, we will consider siblings offered places in an older class as being 'on roll' for that year.

Note 4 Pupil Premium is an additional funding allocation for disadvantaged children. To be eligible for Pupil Premium, the child's parent or guardian must be receiving one of the following benefits at the time of application:

- Income Support
- Income based Job Seeker's Allowance
- Employment & Support Allowance (must be Income Related and not Contribution Based)
- Child Tax Credit with no Working Tax Credit and where the household income is less than £16,190. You do not qualify if you are in receipt of Working Tax Credit unless you are newly unemployed, when you remain eligible for four weeks.
- Guarantee Pension credit
- NASS cards & Immigration papers

This criterion previously related to eligibility for Free School Meals. The wording has been changed to avoid confusion following the introduction of free school meals for all children of Infant School age.

2.1 Tie Breaker

Where the Published Admission Number is reached part way through any criterion, places will be allocated in priority order up to the published admission number to those children living nearest to the school by straight line measurement between the main gate of the school and the door of the child's home as plotted on a Geographical Information System (GIS).

A child's home is defined as the address at which the child is normally resident. Where a child lives at more than one address, the address will be where the child lives for the majority of the time. Where the child lives at more than one address and spends equal time at both, the home address will be counted as that at which the child is registered with their GP.

Where two or more children are assessed as exactly equal and it cannot otherwise be determined which child has the higher priority for a school place or a position on a waiting list, the order of priority will be determined by the drawing of lots for these children. This will be undertaken on the school premises by a person entirely independent of the Admissions Committee and with no current connection to the school. The Chair of Governors or nominated governor will observe this process.

3. Waiting lists

Waiting lists will be kept where there are more applications than places available. It is open to any parent or carer to ask for his or her child's name to be placed on a waiting list, following an unsuccessful application. A child's name on the list is ranked according to the above over-subscription criteria, and will be kept so long as there is at least one name on a list. When places become vacant they are allocated to children on the waiting list in accordance with the over-subscription criteria.

4. In-year admissions

The Academy will consider all such applications and admit the child if the year group applied for has a place available. If more applications are received than there are places available, the over-subscription criteria above shall apply.

5. Special education needs

All pupils with statements of Special Educational Needs where Steiner Academy Bristol is named on the statement will be admitted.

6. Admission Appeals

Parents will have the right of appeal to an Independent Appeal Panel if they are not satisfied with an admission decision of Steiner Academy Bristol. The Appeal Panel will be independent of the Academy and will consist of four members, a clerk; a chair; a lay person; and someone with experience in education. The Appeal Panel will be appointed by the Governors of the Academy.

The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals and will be reviewed and published annually before admissions are taken.

Parents will normally have 20 days after notification of an admissions decision in which to lodge an appeal. The notification of admissions decisions will include the reasons for refusals and information on the right of appeal and the appeals process.

Appeal Forms will be available on the Academy's website, www.steineracademybristol.org.uk. Paper forms will be available on request by writing to the address given above.

Parents wishing to appeal against an admission decision by Steiner Academy Bristol should send a completed form to the appeal panel at the address given on the appeal form.

Parents will be given 14 days' notice of the appeal hearing.

Other documents may be submitted in support of an appeal and must be supplied to the Appeal Panel not less than 7 days before the appeal hearing.

Annex 1: table of admissions arrangements

The following table sets out our admission numbers for the period in which the school is growing. Figures in yellow indicate a point of entry.

	2014	2015	2016	2017	2018	2019	2020	2021	2022
Reception	26	26	52	52	52	52	52	52	52
Year 1		26	26	52	52	52	52	52	52
Year 2	26	26	26	26	52	52	52	52	52
Year 3		26	26	26	26	52	52	52	52
Year 4		26	26	26	26	26	52	52	52
Year 5			26	26	26	26	26	52	52
Year 6				26	26	26	26	26	52
Year 7	26	26	26	26	52	52	52	52	52
Year 8		26	26	26	26	52	52	52	52
Year 9			26	26	26	26	52	52	52
Year 10				26	26	26	26	52	52
Year 11					26	26	26	26	52
Totals	78	182	260	338	416	468	520	572	624



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