



Henleaze Junior School

ADMISSION ARRANGEMENTS 2027/28

Henleaze Junior School is an academy for children aged 7 to 11 and is part of Cathedral Schools Trust who is the Admissions Authority.

Year 3 2027 Admission

Henleaze Junior School has a published admission number (PAN) of 60 pupils for entry into Year 3. The school will accordingly admit at least 60 each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

Children who are on roll at Henleaze Infant School do not need to apply. They are automatically entitled to a place. A place will be offered and reserved for them until such time as parents confirm in writing that they do not wish to accept the offer.

The following applies to applications for places in Year 3 from children attending other schools in Year 2:

If you wish to apply for a place in Year 3 for the 2027/28 academic year you should use the online form available on our admissions page on the school website [here](#).

If you are unable to access the online form, a hard copy can be obtained from the school on request.

You may also use the application form provided by your home local authority. Applications submitted to the local authority will be passed on to the school, and you will then be asked to complete the school's application form.

Deadline

Applications for Year 3 must be received by 23:59 on 15 January 2027 otherwise the application will be recorded as late.

Offer of a Year 3 school place

You will receive an offer for a school place directly from the school on the National Offer Date which is 16 April 2027.

Henleaze Junior School may make a provisional offer prior to the national offer day, subject to confirmation on the national offer day. Response to offers must be received by 30th April 2027

Admission to Other Year Groups

Parents/carers seeking admission for any year group, other than for the normal admissions round for Year 3 may make an application using the online application form available on the school website:

<https://henleazeschools.org/>

The following applications will be treated as in-year admissions during 2027/28:

- applications for admission to Year 3 which are received after 1 September 2027;
- all other applications for admission to Year 4, 5 and 6.

Applications will not normally be considered in advance of the date the place is required, this will be approximately 35 days for those moving house, and 21 days for those not moving house. However, applications for admission in September 2027 can be made from June 2027.

The admission authority will consider all such applications and if the year group applied for has a place available, a place will be offered to the highest priority applicant. Parents/carers will be notified in writing within 10 school days of the outcome of their in-year application and have a right of appeal to an independent appeal panel if a place is refused. The school will send copies of the application forms and outcomes to the Local Authority. Any offer of a school place is valid for 21 days unless withdrawn by the parent or the Admissions Authority.

Children who are allocated to Henleaze Junior School in accordance with Bristol Local Authority's In-Year Fair Access Protocol, will be given precedence over children on the waiting list.

Children with an Education, Health and Care Plan (EHCP).

The school will admit any pupils with an Education, Health and Care Plan (EHCP) naming the school. The places are reserved and the PAN will be reduced accordingly. Their parents should apply for a place via the service dealing with Special Education Needs in their home local authority and do not need to make an application on the common application form.

Consideration of Applications and oversubscription criteria

Priority will then be given to those children who meet the criteria set out below, in order;

1. Looked after children and previously looked after children
2. Children on roll in Year 2 at Henleaze Infant School
3. Siblings on roll at Henleaze Infant School or Henleaze Junior School
4. Distance to School

Tie-breaks

Where there are more applications than there are places remaining within a particular category, direct line distance from home to school will be used as a tie-break. 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 preferred school as measured in a direct line from building to school, the place will be determined by random allocation. This process will be independently verified.

1. Looked after children and previously looked after children

Highest priority will be given to looked after children (children in care) or children who were previously looked after (previously in care) at the time the application is submitted and will be allocated places in this category.

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.

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.”

Applications in this category must be supported by documentary evidence confirming the child’s status. A signed letter from the child’s current or former social worker confirming their status must be provided with your application. For children previously in care, confirmation that the child was in care to the local authority immediately prior to an adoption, child arrangements or special guardianship order being granted. A copy of the order must also be submitted with your application. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted must be provided together with a copy of the adoption order with your application. When assessing the evidence provided, the DfE’s current guidance will be followed.

Where the Virtual School Head at the Local Authority has already verified the child’s status and the Admission Committee is able to confirm this with them, there will be no need for further evidence to be provided to the School.

2. Children on roll in Year 2 at Henleaze Infant School

Children already attending Year 2 of Henleaze Infant School will automatically be entitled to transfer to the Year 3 age group of Henleaze Junior School unless it is the wish of the parents that they transfer to a different school.

3. Siblings

Next, children who, on the date of entry, will have a sibling already at Henleaze Infant or Henleaze Junior School who will still be on roll in the year of entry.

The term “sibling” means a full, half, adopted, step brother or sister, but not cousins or other family members. Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address the admission authority considers to be the address of the child for whom the application is made. A sibling must be living **permanently** with the applicant at the same address at the date of their admission to Henleaze Junior School . The school may require proof of relationship and/or proof of residence.

4. Allocation by distance

Children living closest to the school as measured in a direct line from the **home address** to the school.

Home to school 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. This point is also used for the [My neighbourhood search - bristol.gov.uk](https://www.bristol.gov.uk/my-neighbourhood-search) information available on the Bristol City Council website.

Parent

This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. All references within this document to parent(s) therefore include carers.

Applicant's Home Address

This is the child's permanent home address, where he or she resides with a person with parental responsibility. It is the address where the child spends the majority of the time. Documentary evidence may be required to confirm a child's home address.

The Admission Authority will not accept more than one address as the child's home address. Where a child regularly lives at more than one address the Admission 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 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 as a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided the Admission Authority will determine the address to be used for allocating a school place.

Twins/Multiple birth

Children who are multiple birth siblings (twins and triplets etc.) from the same family tied for the final place, will be admitted over PAN as an excepted child under infant class size legislation.

Supporting documents

Any letters/supporting documents/supplementary information forms should also be submitted to the school.

Whilst it is not the responsibility of other offices/schools, the Admissions Authority will use discretion and may accept applications/documents received by other Councils, Schools or other Council offices that are passed to them. They will be accepted as on time if the Admissions Authority believes they were submitted by the closing time and date.

Late Applications

Applications submitted after the closing date will be considered as 'late' applications and will be dealt with at a later stage when all 'on time' applications have been processed. In very exceptional circumstances e.g. illness of a lone parent, a late application may be considered as on time if the application is made before 28 January 2026.

UK Service Personnel and Crown Servants

For UK Service Personnel and other Crown Servants, where possible, places may be allocated in advance of the pupils return to the UK provided the MOD, FCO or GCHQ have provided a letter declaring a return date and residency placement. Places may be offered and reserved up to one term in advance of the place being required. The address at which the child will live will be used when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address.

Children of UK service personnel admitted outside the normal admissions round will be admitted as 'excepted' children under Infant Class Size legislation.

Admission of children outside normal age group

Children are normally educated in school with others of the same chronological age group; however, in exceptional circumstances, parents/carers may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered and

either be agreed or refused. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form and submit it with any supporting documents to the School. This form is available to download on the School's website or in hard copy from the School's main office.

Completed forms should be sent to Admissions, Henleaze Junior School, Park Grove, Bristol, BS9 4LG or sent via email to:

office@henleazejuniorschool.org

Parents will submit any evidence in support of their case *with the application*, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- The parents' 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; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Admissions Authority will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests as well as the views of the Head Teacher. The Admissions Authority will decide whether such an out-of-year group place will be agreed or refused on that basis.

It is advised that an on time application is submitted for the correct chronological year group, pending the result of the request. If the 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.

Where the admission authority does not agree to a request, the parent may apply for their child to be admitted with their chronological age group for admission at the time they would normally enter the school.

For example, an agreed out of cohort request from a child who would 'normally' be a Year 4 child for a Year 3 place will be considered alongside applications for Year 3.

Waiting Lists

When a place at Henleaze Junior School cannot be offered, parents/carers can request that their child's name is placed on a waiting list. For every added child to the waiting list, the list will be ranked again in line with the published admission criteria.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria, in order of priority. 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 or leaves it.

Waiting lists for each year group will be maintained on an academic yearly basis. Applicants will then remain on the waiting list until the end of the academic year and considered for any vacancies that may arise. If applicants wish to remain on the waiting list for a new academic year, they must reapply for a place for the new academic year.

Any application or appeal that is yet to be processed will be considered for a vacancy along with those already on the waiting list. When filling a vacancy, all those seeking a place at the time the decision is made (not at the time the vacancy occurs) will be considered.

Children who are the subject of a direction by a Council to admit or those

who are allocated a school in accordance with the Fair Access Protocol, will take precedence over those on the waiting list.

Appeals

Parents/carers who are not offered a place for their child have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Parents/carers wishing to appeal should submit an appeal form with their written reasons.

Should an appeal be unsuccessful, the admission authority will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

Details of how to appeal are included in the refusal letter confirming the decision not to offer a place.

Fair access Protocol

Henleaze Junior School participates in Bristol City Council's Fair Access Protocol. Each local authority must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing to a protocol, the local authority must ensure that no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol must include how the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

The Fair Access Protocol is available at:

<https://www.bristol.gov.uk/keeping-kids-in-school/for-schools/fair-access-protocol>

Withdrawal of an offer

The Admissions Authority reserves the right to withdraw an offer of a school place in certain limited circumstances. Examples include:

1. Where a parent has given fraudulent or intentionally misleading information such as a false address, which effectively denies a place to a child with a stronger claim.
2. Where a parent has not responded to an offer within the deadline set or to

any subsequent reminder to reply within a further 7 days.

3. Where the offer was made as a result of an administrative error.

4. If children do not commence attendance at school at the date arranged for their child to commence and the school is not given a satisfactory reason for the absence.

5. If a child or parent(s) move address but the parents do not inform the Admissions Authority, this may be deemed to be intentionally misleading and any place offered may be withdrawn if it has denied another child a place.

Registered Address

Head Teacher: Mrs Gemma Fricker

Henleaze Junior School

Park Grove

Bristol

BS9 4LG

Tel: 0117 377 2444

office@henleazejuniorschool.org