



Terms and abbreviations

Term	Definition
Parent/Carer	This includes all those people who have parental responsibility for a child who fall under the definition of “parent” as set out in Section 576 of the Education Act 1996.
Child’s home address	This is the child’s permanent 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). It is the address where the child spends the majority of their time. We reserve the right to ask for proof of residence.
School Admissions Code	Document giving legislative framework together with other statutory instruments admission authorities follow. Produced by the Department for Education.
Admission number	Every school has an admission number, which is the minimum number of places available in the year group which pupils normally enter on joining the school (year 7 in secondary schools). The admission number is based on a capacity assessment formula produced by the Department for Education and takes into account the physical size of the school and its ability to provide the different parts of the curriculum.
Oversubscribed schools	This means that there have been more applications than there are available places.
Undersubscribed schools	This means that there have been fewer applications than there are available places within the admission number.
Oversubscription criteria	These are the policies that decide which children will be given priority where there are more applications than places.
Local Authority (LA)	Bristol City Council is the LA.
“Home” LA	This is the LA in which the child lives. Applications should be made on the home LA common application form regardless of the school(s) applied for.
Children in Care/ Looked after children	This means children who are in public care. The School Admissions Code has now been amended to include previously looked after children. These are defined as children who were previously in care but immediately after being in care became subject to an adoption order, child arrangements order or special guardianship order. The School Admissions Code now gives both categories of children the highest priority.
Private Fostering Arrangements	A child, under the age of 16 (under 18 if disabled) who is cared for and provided with accommodation by someone other than: A parent of his/hers; A person who is not a parent of his/hers but who has Parental Responsibility for him/her; A sibling; A close relative of his/hers, for example, aunt, uncle, stepparent or grandparent.

Types of school

The Local Authority is required to co-ordinate admissions, therefore all requests must be made on Bristol City Council's common application form. **Please note:** The educational landscape of Bristol's schools is changing fast. For the most up to date information on a school status we recommend you check their website.

Type of school	Definition	Who is the admissions authority
Voluntary Aided Schools	These schools are either Church of England or Catholic and responsibility for management is shared between the LA and the church.	The governing body is the admission authority and it is responsible for determining the admission arrangements. These will be different from those used by the LA. The governors are also responsible for allocating school places but the home LA offers places at the school on behalf of the governors. Voluntary Aided Schools participate in co-ordinated admission arrangements within the area of their home LA.
Foundation schools, also sometimes known as Trust Schools	These are publicly maintained schools that are not controlled by an LA.	The school's governing body is responsible for setting their own admission arrangements and allocating places.
Academies	These schools are independent from the LA and funded directly by Central Government.	The Board of Trustees is the admission authority and is responsible for determining the admission arrangements. These may differ from those used by the LA.
Free Schools	Free Schools are all-ability state-funded schools set up in response to parental demand. They can be set up by a wide range of proposers, including charities, universities, businesses, educational groups, teachers and groups of parents.	The Board of Trustees is the admission authority and is responsible for determining the admission arrangements. These may differ from those used by the LA.