



## **Admissions Policy**

Reviewed: June 2016

Date of next review: September 2016

### **Introduction**

The Governing Body of Bromham C of E Lower School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

### **Aims and objectives**

- We are an inclusive school that welcomes children from all backgrounds and abilities.
- All applications will be treated on merit and in a sensitive manner.
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.
- The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

### **How parents can apply for their child to be admitted to our school**

As our school is voluntary controlled, the school determines the admission arrangements in agreement with the Local Authority. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

For this year, if the number of places in a particular year group is not sufficient to meet the requests of all parents, the following criteria will apply to determine how places should be allocated:

### **September 2016**

The school has an agreed admission number of 60 for entry to Year R.

The Local Authority will apply the following criteria (in the rank order shown) to decide the order in which places will be allocated when there are more requests from parents / carers than the number of places available:

1. All 'looked after' children or children who were previously 'looked after' (see definitions);
2. Pupils living in the catchment area with siblings at the school (see definition of sibling);
3. Other pupils living in the catchment area: Bromham, Stevington and Stagsden
4. Other siblings (see definition);
5. Any other children
- 6.
- 7.

### **Notes**

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school (published in the 'Starting School' and 'School Transfer' admissions booklets). The Local Authority will not give priority within each criterion to children who meet other criteria.
2. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest school or academy which caters for pupils of the same age and has places available.
3. Pupils who have a Statement of Special Educational Needs or an Education Health and Care Plan are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

### **Definitions**

#### **'Looked after' children**

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

#### **Previously 'looked after' children**

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship

order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Sibling**

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

### **Home Address**

A pupil's home address will be regarded as the address of the parent / carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents / carers at more than one address, the address used to allocate a school place will be the one at which the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LA or online and should be completed by the date stipulated on the forms. The LA notifies parents about the school place as soon as all the applications have been considered.

In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form and submit it to the admissions team at county hall within the specified deadline dates, currently October and January, of the previous academic year.

### **Admission appeals**

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

### **The standard number**

The standard number is the number of children the school can accommodate. The standard number for our school is 60 per year group. We keep this number under review and the Governors will apply to change the number if circumstances dictate.

### **Infant class size**

- In the Foundation stage we will endeavour to keep the staff/pupil ratio of 1 to 15.
- We endeavour to teach the Key stage 1 children (aged five to seven) in classes that have a maximum number of 30 children in line with statutory requirements. The only time this number will be exceeded is if the school is required to admit an additional child/ren by the Local Authority.

### **Review**

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

Agreed by:

Chair of Governors: .....

Head Teacher:.....

Ratified on:.....