

BRINKLEY GROVE PRIMARY SCHOOL

ADMISSIONS POLICY 2017 - 2018

Reviewed October 2015

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Annual



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BRINKLEY GROVE PRIMARY SCHOOL ADMISSIONS POLICY 2017 - 2018



Admission to the school is not dependent upon any form of discriminatory selection such as ability.

The school admits children up to its published number which is 60 in each year group.

Children are admitted to Year R (reception) prior to their fifth birthday as follows:

All children will be admitted in the Autumn Term full time.

You may request that the date of your child's admission be deferred until later in the school year or until your child reaches statutory school age. You cannot, however, defer entry beyond the beginning of the term after your child's fifth birthday, nor beyond the academic year for which the original application was accepted.

You can also request that your child attends part-time, mornings only, until your child reaches compulsory school age.

PROCEDURE FOR APPLICATION

Applications for admission to Year R should be made under the co-ordinated primary admissions scheme operated by Essex County Council (the LA) and using the common application form.

Applications must be made by the National closing date detailed in the Primary Education in Essex booklets which are available from the LA. Late applications will be dealt with as detailed in these booklets for children resident in Essex. Children resident outside of Essex should refer to the process for handling late applications published by their home LA.

Applications for admission to other year groups should also be made under the co-ordinated primary admissions scheme using the common application form. If your application remains unfulfilled at the end of an academic year, a new application has to be submitted to the Local Authority for the new academic year group as outstanding applications are not automatically transferred.

Children with statements of special educational needs that name Brinkley Grove Primary School on the statement are required to be admitted to the school regardless of their place in the priority order.

ADMISSION CRITERIA

The criteria for allocating and offering places in each year group are as follows:

1. Children Looked After (as defined below)
2. Children with a sibling attending the school in Reception and Years 1 – 5 inclusive at the time of application. For this purpose siblings will include half and step siblings, foster siblings and adopted children residing in the same household.
3. Children who's only, or main residence, is within the school's priority catchment area. The priority catchment area is defined by reference to a map a copy of which can be obtained from the school office.
4. All other applications.

OVERSUBSCRIPTION CRITERIA

In the event of oversubscription within any criteria priority will be determined by distance. Children whose sole or main residence is closest to the school as measured by straight line distances as set out in this policy, stated below.

OFFERS OF PLACES IN YEAR R

Offers of places in Reception will be made to parents by the LA in accordance with the Co-ordinated Admission Scheme.

The LA will maintain a waiting list for places in this year group until the end of the first week of the Autumn term. The school will then hold a waiting list until the end of the Autumn term.

APPEALS

Where a child is refused a place in any year group his or her parent, carer or guardian has a statutory right of appeal to an independent appeal panel.

Letters of appeal should be addressed to the Clerk to the Independent Appeal Panel and submitted as soon as possible after the refusal to admit is notified to the parent, carer or guardian.

CHILDREN LOOKED AFTER:

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2012. A looked after child is a child who is (a) in the care of a local authority or (b) being provided accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989).

October 2015

Brinkley Grove Primary School Admission Arrangements

Detailed guidance for over subscription for ADMISSIONS 2017-2018

Age of Admission

Essex County Council's policy is that children born on and between 1 September 2012 and 31 August 2013 would normally commence primary school in Reception in the academic year beginning in September 2015.

As required by law, all Essex infant and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. Therefore, if a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in the school year. The law does not require a child to start school until the start of the term following their fifth birthday. Compulsory school age is reached at that point.

Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Parents can also request that their child attends part-time until the child reaches compulsory school age. Any parents interested in taking up a part-time place initially should contact the individual school(s) for further details as to what this would entail.

Where parents choose to defer entry, a school may reasonably expect that the child would start at the beginning of a new school term/half term.

Where a parent of a 'summer-born' child (13 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to apply for a place at the correct time for the normal admission round for the following academic year. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort must be submitted. The County Council will decide whether the application for a Reception place will be accepted or whether it will be treated as an application for a Year 1 place, the child's normal age appropriate cohort. If the application for a Reception place is not accepted this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

- **Children with statements of special educational needs**

Children with statements of special educational needs that name the school on the statement are required to be admitted to a school regardless of their place in the priority order.

- **Distance tie-breakers**

For New Reception Intake admissions, all straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of *lots drawn by any Chair of a Governor Committee not involved in admissions*.

For any other Year group admission, the distance criteria is calculated by the school using data via the DFE website.

- **Home address**

Applications will normally be processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or copy of a tenancy agreement can be provided by the end of January. The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. Where this is the case, the application may be processed on the basis of that address and proof of address

and residence arrangement will be required with the application. The child must be living with the relative or carer 24 hours per day, for the majority of the school week. Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

- **Admission of children from overseas**

All children of compulsory school age (5 to 16 years) in the UK have a right of access to education. However, where a child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK or are European Economic Area nationals normally have unrestricted entry to the UK. An application for a school place will be accepted for such children even though they may not be resident in the UK at the time of application. The application may however be processed on the basis of the overseas address.

If an applicant meeting the above criteria owns a property in Essex but is not living in it, perhaps because they are working abroad at the time of application but they intend to take up residency at the Essex home before the start of the autumn term, the application will be processed using the Essex address. Any offer of a school place will then be conditional upon receipt of evidence of taking up residency at that property in Essex.

Other children from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are resident in the UK. Proof of residency such as an endorsed passport or entry visa will be required with the application.

- **Siblings**

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the preferred school or partner school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school or partner school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

- **Twins, triplets etc**

For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the LA will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the LA will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place. For mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets etc) and the majority can be offered a place then a place will be offered for the remaining child(ren). However, where the family does not move but wishes to transfer the children to another local school where there are insufficient places for all of them then a place would not normally be offered for all.

- **Medical circumstances**

Under the Equality Act 2010, the expectation is that all schools will make reasonable adjustments to accommodate the needs of individual children with disabilities or medical needs. Admission authorities are not permitted to refuse a child a place at a school on the basis of medical

circumstances. The law does not require the oversubscription criteria for a school to give a level of priority based upon the medical circumstances of the child or parents. Admission authorities may choose to do so if they wish and the admission arrangements for community and voluntary controlled schools in Essex have done so for several years.

Evidence from recent years shows that of those applications submitted citing medical reasons for seeking a place at a particular school, very few cases are actually agreed (less than 3% in the past 3 admission rounds).

Given the obligation on schools to make reasonable adjustments as referred to above, and for decisions on admissions to be made on the basis of objective information and evidence, there is a strong case to suggest that an exceptional medical criterion is both unnecessary and problematic within the admission arrangements.

Moreover, having such a criterion can and does unhelpfully raise parental expectations of a place at a school because they or their child has a particular medical condition, but when considered on the basis of the evidence, there is no overriding case as to why the child should or must be admitted to the school in question, ahead of another applicant, for example a child who lives closer to the school. Parents can be left unnecessarily disappointed, having submitted an application on medical grounds and gathered information in support, because this was not, upon consideration, sufficient to show that the child must attend the chosen school to the extent of overriding other applications for the school.

Where a parent is not offered a place for their child at a preferred school, they have the right to appeal to an independent appeal panel. If there are specific medical circumstances in the parents' view as to why their child should be admitted to that school, they can submit their case as part of an appeal process. An appeal panel has the power, in law, to award a place at a school outside of the published admission arrangements, if it determines that in the circumstances of an individual case this is appropriate or that the decision to refuse a place at the school was unreasonable. Thus, not having an exceptional medical criterion does not remove the opportunity for parents to have their case considered and given suitable regard as part of the overall admission process.

In the light of the above, it is proposed to remove the exceptional medical criterion from the admission arrangements for community and voluntary controlled schools in Essex, to take effect for admissions in the academic year 2016-2017.

- **Withdrawal of an offer**

If a school place has been secured through false information or has been offered in error, the offer of the place may be withdrawn.

- **Waiting lists**

School Admissions will hold waiting lists for all oversubscribed schools until the end of the autumn term and continue to allocate places from these lists if spaces become available. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria. The Local Authority will not maintain waiting lists beyond the end of the first term, however parents will have the opportunity to register their continued interest in a place at the school.

- **Late Applications**

Where a school is oversubscribed late applications received after the first round of offers on 18 April 2016 will be refused and ranked according to the admission criteria on the waiting list held at school.

- **Waiting lists**

A waiting list is held for admissions in all year groups. They are placed on the waiting list using the admission criteria. Therefore, the position that a child is placed on the waiting list may alter when a further child seeking a place into a year group has a higher priority.