



# ADMISSIONS POLICY FOR SEPTEMBER 2020

## BRICKHILL PRIMARY SCHOOL

MARCH 2019

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Brickhill Primary School is a Community School. The importance of this means the Local Authority is solely responsible for the admission arrangements, not the school itself.

Due to the restructuring of the education system within the Borough from 3 tier to 2 tier, the school is currently reducing the number of children from 60 to 30 in each year group.

Below shows the maximum places in each year group for the academic year 2020/2021.

### **Admission Number from September 2020**

|                  |           |
|------------------|-----------|
| Foundation Stage | 30 places |
|------------------|-----------|

*Foundation Stage has one annual admission (in September).*

|          |           |
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| Year one | 30 places |
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|          |           |
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| Year two | 30 places |
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|            |           |
|------------|-----------|
| Year three | 30 places |
|------------|-----------|

|           |           |
|-----------|-----------|
| Year four | 60 places |
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|           |           |
|-----------|-----------|
| Year five | 60 places |
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|          |           |
|----------|-----------|
| Year Six | 60 places |
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We will be introducing a Nursery at Brickhill Primary from September 2020. Admissions for nursery places will be organised by the school and not the local authority. To apply for a place at our Nursery, parents need to contact the school directly for an application form.

It is important to note that admission to our Nursery does not automatically guarantee a place in Reception and parents MUST apply to the Local Authority for their child's place in Reception.

### **Admission Criteria**

The Local Authority will apply the following criteria (in the rank order shown below) to decide the order in which places will be allocated if there are more requests than places available.

Places will be allocated in the following order of priority:

1. All 'looked after' children/or previously 'looked after'
2. Pupils living in the catchment area with siblings at the school
3. Other pupils living in the catchment area
4. Other siblings
5. Any other children

## Notes

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. The Local Authority will not give priority within each criterion to children who meet other criteria.

Brickhill Primary Schools Designated Measuring Point: Side gate opposite Waveney Green, entrance to playground.

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.

Pupils who have a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) are required to be admitted to the school which is named on their 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 in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

### Previously 'looked after' children.

A previously 'looked after' child is a child who was 'looked after', but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order.

## Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister where foster care has been arranged by a Local

Authority 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.

### **Admissions above the published admission number**

The Bedford Borough Admissions Forum has agreed the following exceptions which may result in the admission number for a school being exceeded.

For the normal admissions round:

- The admission of catchment area pupils, where the parent has expressed a preference (whether first, second or third) for the catchment school as part of the normal admissions round and in accordance with the published admissions arrangements. This is not however a guarantee of a place

For In-Year admissions:

- The admission of pupils in accordance with the Fair Access Protocol
- The admission of pupils who have moved into the area, where there is no other suitable school within a reasonable travelling distance, or where the admission of an additional catchment area child would not prejudice the provision of efficient education or the efficient use of resources. Before admitting children under the exception, governing bodies that are their own admission authority should consult their Local Authority who will be able to advise whether the first of these conditions applies
- The admission of looked after children outside the normal admissions round
- The admission of a twin or children from multiple births
- The admission of a child in very exceptional circumstances in which the Local Authority and the Head Teacher are in agreement that not to admit the child would be perverse

Applications for admission to the school should be made in accordance with Local Authority's coordinated admission procedures and arrangement. Forms can be obtained from the school or the Local Authority. Parents can also apply online or a form can be downloaded from the Local Authority website.

In the case of older children who apply to join the school, admission will be on the basis of places being available in the relevant Year Group. Requests for admission into other year groups should be made on the In-Year Application Form and in accordance with the Local Authority's coordinated scheme for In-Year Admissions. The form is available from the school or Local Authority and can also be downloaded from the Local Authority website. If there are more applicants for places than available, then the above Admissions criteria will apply.

### **Admission appeals**

Parents of pupils not offered a place at the school will have the right of appeal to an Independent Admissions Appeal Panel and will receive an appeal form with the refusal letter. The appeal should be returned to the Clerk of the Appeals panel in Committee Services at County Hall. (Tel: 01234 228523) or for information [schoolsappeals@bedford.gov.uk](mailto:schoolsappeals@bedford.gov.uk)

Any child refused a place at the school will be placed on a waiting list which will be prioritised according to the admissions criteria. Waiting lists for the normal year of entry will be maintained until the end of the Autumn term.

Further information is available at: [www.bedford.gov.uk/admissions](http://www.bedford.gov.uk/admissions)

### **Infant class size**

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children in line with current government regulations.

Additional children may be admitted under very limited exceptional circumstances. The School Admissions (Infant Class Sizes) (England) Regulations 2012 which came into force from 1 February 2012 have revised the permitted exceptions originally established in 2001 and further amended in 2006.

The excepted children are:

- Children with Statements of Special Educational Needs admitted outside the normal admission round
- Looked After Children and Previously Looked After Children admitted outside the normal admission round
- Children admitted, after initial allocation of places, because of a procedural error made by the Admission Authority or Local Authority in the original application process
- Children admitted after an independent appeals panel upholds an appeal
- Children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance
- Children of UK Service Personnel admitted outside the normal admission round
- Twins and children from multiple births when one of the siblings is the 30th child admitted

- Children with SEND who are normally taught in an SEND unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

## 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.

For details see Bedford Borough Council website [www.bedford.gov.uk](http://www.bedford.gov.uk).

Policy reviewed and updated : ..... signed .....

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