

## **BROADWAS C OF E PRIMARY SCHOOL ADMISSIONS POLICY 2020/21**

*Note that admission of pupils has, by law, to be in accordance with the Admission Policy set by the Governing Body. Individual decisions have to be made by the whole Governing Body acting in accordance with that policy. The Headteacher and staff have no discretion to alter or modify that policy.*

The Governing Body see Broadwas Church of England (Aided) Primary School as a local school which endeavours to serve the whole of the local community. The Governing Body acts as the Admissions Authority for the school.

### **Admission at normal age of admission**

Children whose 5th birthday falls between 1<sup>st</sup> September 2020 to 31st August 2021 have the legal right to start school full-time in September 2020. All children must start full-time education by the beginning of the term following their fifth birthday.

Parents have the right to keep their child at Playgroup/Nursery School/or at home until the term after their child's fifth birthday. The Governors will keep a place for any child registered with the school to enter full-time education in the same academic year.

Parents need to submit an application for admission from their home local authority (LA) by 15<sup>th</sup> January 2020. The LA will notify parents of offers or refusal of places on behalf of the Schools' Governing Body on 16th April 2020.

Late applications will be accepted until 28<sup>th</sup> February 2020. These will be treated as on time only in the following circumstances:

- (1) where a family has just moved address;
- (2) where it is agreed by the Governing Body that individual circumstances apply and the delay was reasonable given those circumstances.

In all other circumstances late applications will be given a lower priority, and will only be considered after the applications received (or deemed to be) on time.

### **Admissions other than at normal age for admission**

All applications for admission to Reception after the beginning of the academic year or to years one to six at any time should also be made to the parents' home local authority. More information is available here:

[https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated\\_schemes\\_for\\_all\\_worcestershire\\_](https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated_schemes_for_all_worcestershire_)

A waiting list will be maintained for applicants whose application cannot be accepted due to a year group being full. Should a place subsequently become available, any applicants on the waiting list will be considered in accordance with the admissions criteria set out below.

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

The school's Governing Body will make a decision to admit a child outside their normal age group in accordance with the school's policy on delayed and accelerated transfer, based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's 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. They will also take into account the views of the Headteacher of the school concerned.

Parents will be informed of the decision on the year group the child should be admitted to and the Governing Body will set out clearly the reasons for the decision.

Where the Governing Body agrees to a parent's request for their child to be admitted out of their normal age group, the local authority and Governing Body will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The Governing Body will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Whilst parents have a statutory right to appeal against the refusal of a place at a school for which they have applied (see below), this right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Admissions Criteria**

We will not discriminate against children with disabilities, special educational needs or challenging behaviour.

We will not give priority to any children who attend the preschool, Bumblebees, located on the school site.

All preferences will be treated equally. We will not give priority to those who select our school as their first choice.

The maximum number of children we can normally admit into any year group is 15. In any year when the number of applications exceeds the number of places available at the school, the places will be offered according to the following criteria.

- 1) 'Looked after'<sup>1</sup> and 'Previously looked after'<sup>2</sup> children.
  
- 2) 'Previously looked after' children who have been in state care outside of

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<sup>1</sup> A 'looked after' child is a child who is (a) in the care of a Local Authority in England or (b) being provided with accommodation by a local authority in England in the exercise of their social services functions.

<sup>2</sup> Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

England.<sup>3</sup>

- 3) Children who are resident within the civil parishes of Broadwas, Cotheridge, Doddenham, Knightwick and Lulsley. A map of the catchment area is available from the School Office.
- 4) Children who have sibling(s) or half siblings (that is children who share one birth parent) and legally adopted children, on the school roll on the date when they would be admitted. They must also be living at the same home address.
- 5) Children of parents/families who have, and can show, a regular commitment/attendance in the following places of worship:
  - a) Church of England;
  - b) Other Christian Denominations which acknowledge the Trinitarian Faith.
- 6) Children of staff currently employed by Broadwas Primary School at the time of application and admission;
- 7) Children who the Governors consider have a special reason for admission. (Such reasons will include medical, physical or social circumstances). Parents/Carers are required to produce a medical certificate or other appropriate information and attach this at the time of application to the application form available from School.
- 8) Children who live nearest to the School by straight line distance from the school. The LA will, on behalf of the Governing Body, use a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. Where over subscription occurs in any category, priority will be given to those living closest to the school by straight line distance determined by the LA process. In the event of two or more applicants being of equi-distance the place(s) will be allocated by random selection (i.e. a lottery). Someone totally independent of the Governing Body will supervise this process.

### **Multiple birth**

In the event of applications being received where children are twins or triplets etc. and there are insufficient places for both or all of the children and there is no way of separating the applications according to the admissions criteria, special consideration will be given by the Governing Body concerning the admission of the children. Places will be allocated to both or all of the children in the case of multiple birth wherever possible and whilst ensuring that regulations concerning class sizes are adhered to.

### **Special Educational Needs**

In accordance with legislation a child with a Statement of Special Education Needs or an Education Health and Care Plan (EHCP) that names the school will be offered a place at the school.

### **Fair Access Protocol**

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<sup>3</sup> A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society

The school adheres to the LA's Fair Access Protocol which seeks to ensure that 'hard to place' pupils are admitted quickly into mainstream education.

### **Waiting Lists**

When there are too many applicants for Reception a waiting list will be maintained. This is maintained strictly in accordance with the above admission criteria and is not based upon the date that the applicant is added to the list. The waiting list will be held until 31 December 2020.

### **Appeal**

Parents have the right to appeal against the refusal of a place, and should write to the Chair of Governors, Broadwas CE VA Primary School, Broadwas on Teme, Worcester, WR6 5NE, within 14 days of notification.

For further information contact the School Administrator, Broadwas CE VA Primary School on 01886 821347.

***This policy was approved by the Full Governing Body on 18<sup>th</sup> October 2011.***

***This policy was revised and approved by the Full Governing Body on 28<sup>th</sup> March 2012.***

***This policy was revised and approved by the Full Governing Body in March 2013.***

***This policy was revised and approved by the Full Governing Body on 10<sup>th</sup> July 2013.***

***This policy was revised and approved by the Full Governing Body on 8<sup>th</sup> October 2014.***

***This policy was amended in March 2015 in line with the new Code on School Admissions (December 2014) and approved by Governors in March 2015.***

***This policy was revised and approved by the Full Governing Body on 8<sup>th</sup> July 2015.***

***This policy was revised and approved by the Full Governing Body on 28<sup>th</sup> June 2016.***

***This policy was revised and approved by the Full Governing Body on 29<sup>th</sup> June 2017.***

***This policy was revised and approved by the Full Governing Body on 28<sup>th</sup> June 2018. Slightly amended and approved September 2018. Approved with further minor amendments 9<sup>th</sup> April 2019.***