

BRAUNSTON CE

PRIMARY SCHOOL



ADMISSIONS POLICY 2024-25

'Learning for life in all its fullness'

At Braunston CE Primary School our vision is "Learning for life in all its fullness". We aim to fulfil this vision by weaving our Christian values into the fabric of our school, creating a very clear and distinctive Christian ethos that underpins every thought, decision and action made.

Our 6 Values are:

- Relationships
- Reconciliation
- Resilience
- Respects and Reverence
- Responsibility
- Reflection

These values are derived from stories of the life and works of the trinity: God, Jesus and the Holy Spirit. Each value is modelled and demonstrated by staff through the way they act and behave towards each other, and all stakeholders, language and vocabulary used and how teaching and learning is approached. The expectation at our school is that children also display these 6 Christian values.

All school policies are approached in a manner which encompasses these Christian values.



Braunston C. E. School

Peterborough Diocese Education Trust

Braunston Church of England Primary School

Admission Policy 2024-2025

Braunston CE Primary School is an Academy within the Peterborough Diocese Education Trust. The Academy Trust is the admission authority and has responsibility for setting the Admission Policy. The policy is administered by the Academy Governance Committee.

The Academy Governance Committee will admit up to 30 pupils into each year group.

The Governors will admit all pupils with an Education Health and Care Plan (EHCP) which names the school.

When there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed in order of priority:

Oversubscription criteria

When there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed in order of priority:

1. Looked after and all previously looked after children.
2. Children who live in Braunston, Onley and Onley Park.
3. Children with an older brother or sister continuing at the school at the time of admission of the younger child.
4. Other children.

Tiebreaker

The distance used in a tiebreaker for any oversubscribed criterion will be a straight line distance from the address point of the child's home to the address point of the school (priority being given to the children who live closest to the school). Distances will be determined by the Local Authority measured on a straight line basis using a geographical information system.

Sibling Definition

A brother or sister living at the same address as the applicant (i.e. within a family unit) including:

- A brother or sister sharing the same parents
- A half-brother or half-sister where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage/civil partnership
- A child who has been adopted or is fostered by parents / carers who have other children
- Children living in the same family unit, even if they are not biological brothers and sisters

Application Deadline

The application deadlines are 31st October for Secondary and 15th January for Primary.

National Offer Days

For Secondary schools it is 1st March or the next working day and for Primary it is 16th April or the next working day.

Waiting Lists

If the school has more applications than places available parents may elect to place their child's name on a waiting list. If a parent or carer places their child's name on a waiting list they must contact the school during the first week of each term (autumn, spring and summer) to state that they wish their child to remain on that list otherwise the school will remove the child from the waiting list.

Pupils will be placed on the waiting list in strict order according to the oversubscription criteria on the Admission Policy. If a place becomes available at the school, places will be allocated according to these oversubscription criteria.

The Waiting List will be revised in September at the start of the new school year and at the time of allocation of any available places. Parents wishing their child to remain on the waiting list should contact the school within 10 school days at the beginning of September. Any places that become available mid-term will be allocated as soon as possible.

Please note – placing a child's name on the waiting list does not affect parents' / carers/ right to appeal.

'Late' applications

The governing body will deal with late applications after all the 'on time' applications have been processed. Those refused a place, due to the school having reached the planned admissions number, will be advised of their right of appeal.

Right of appeal

The Governors will admit up to the published admission number (PAN). For any child subsequently refused a place, parents/legal guardians will have the right to appeal against the decision, to an Independent Appeals Panel. Parents wishing to appeal should contact the Appeals Administrator to request an Admission Appeals pack.

E-mail: education@peterborough-diocese.org.uk

Tel: 01604-887060

Definition of terms used

Looked After Children (LAC) and previously Looked After Children

Looked after children are children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989) at the time of application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they:

- a) Were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or
- b) Became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or
- c) Became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Home address

The home address of a pupil is considered to be the permanent residence of the child in a residential property when the place is offered. The address must be the child's only or main residence and is either:

- Owned by the child's parent, parents or guardian.
- Leased to or rented by the child's parent, parents or guardian under lease or written rental agreement of not less than six months' duration.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The school reserves the right to seek further documentary evidence to support your claim to residence.

Parents and Guardians must notify the school of any change of address during the admissions procedure. Please note that the school is unable to allocate a place to anyone moving into the country from abroad or within the U.K. prior to their arrival in the country. The school would then require proof of residency as stated above. The only exceptions are children of UK service personnel and other Crown Servants (including Diplomats).

Please note – if false or misleading information is used to try and gain a place, this may lead the AGC to reject the application or to withdraw the offer of a place.

Joint Custody Arrangements:

Where a child lives between two parents the qualifying address will be where the child sleeps the majority of the school week.

If the child spends equal amounts of time at the two addresses parents must nominate which address they wish to be the child's main address.

Documentary proof may be sought, such as a medical card. If a child is resident with any other relative it must be clearly stated on the preference form.

It should be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place.

A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

Please note: Details of arrangements for requesting deferred admission of "summer-born" children can be obtained from West Northamptonshire Council.

Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of children with disabilities, staff and parents and any information the school holds on children with disabilities, staff and parents.

Safeguarding Children

Braunston CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Enhanced DBS clearance is essential for all posts at our school. All safeguarding procedures and information can be found in Braunston CE School's Child Protection Policy.

Prevent Duty

For schools to fulfil the Prevent duty, it is essential that staff can identify children who may be vulnerable to radicalisation and know what to do when they are identified. Protecting children from the risk of radicalisation should be seen as part of schools' wider safeguarding duties and is similar in nature to protecting children from other harms (e.g., drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

Admission of children below compulsory school age and deferred entry to school

Children are required to start their compulsory education from the beginning of the term following their 5th birthday (based on a 3 term year with terms starting in September, January and April). In PDET children are entitled to a full year in Reception i.e. the school place is available from the beginning of the school year in which the child has their 5th birthday.

Deferred entry:

Parents/carers can request that entry to the school / academy is deferred until later in the same school year (i.e. a child born in the Autumn term could defer starting school until January and a child born in the Spring or Summer term could defer their start until after Easter). If such a request is made the school is required to hold the place for the child; the place cannot be offered to another child, but it cannot be kept open beyond the beginning of the summer term. Alternatively, where the parents / carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age (the start of the term following their 5th birthday). Any parents/carers considering deferring their child's admission to school or part time attendance are recommended to discuss this with the Headteacher.

Admission of children out of their normal age group

Parents/carers may seek a place for their child out of their normal age group e.g. if the child is gifted and talented or has experienced problems such as ill health.

Parents/carers of a summer born child (i.e. a child born in the period from 1 April to 31 August) may not want to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – e.g. to Reception rather than to Year 1.

Process for requesting a place out of normal age group (not Summer Born)

Parents/carers may seek a place for their child out of their normal age group as stated above. If parents/carers wish to do so, they must contact their preferred school.

The AGC will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Headteacher's views.

If the AGC does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

Requests for admission out of normal age group (Summer Born children)

Parents/carers who wish to apply for a place in Reception out of the normal age group should make a request to the AGC. The request needs to be accompanied by reasons for such a request and should be made by 1 December of the year prior to the year the child should enter Reception if they had not requested to defer applying.

The AGC will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Headteacher's views.

The AGC will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

If the AGC agrees to the parent's/carer's request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.

In the following normal admissions round, if the academy is oversubscribed, all applications (including deferred applications) for the academy will be ranked in accordance with the academy's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school / academy, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

If the ACG does not agree to the application being deferred, there is no right of appeal against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January or make an in-year application for a Year 1 place at the appropriate time.

Signed **Date:**.....
(Chair of Governors)

To be Reviewed: January 2024