



## Peterborough Diocese Education Trust

### Braunston Church of England Primary School

#### **Admission Policy 2023-2024**

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 a statement of Special Educational Need or EHC Plan 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 children and children who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order, or special guardianship order including those 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.
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

#### **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**

Hopefully this will be a rare occurrence. Each application is processed as speedily as it can be after receipt. 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](mailto:education@peterborough-diocese.org.uk)

Tel: 01604-887006

### **Definition of terms used**

Children in Care i.e. 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 were adopted (or became subject to a child arrangements order or special guardianship order).

### **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.

## **Children in Care i.e. Looked After Children (LAC) and Previously Looked After Children**

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### **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 County 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**

In order for schools to fulfil the Prevent duty, it is essential that staff are able to 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.

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

**To be Reviewed: January 2023**