

## **BROADWAS C OF E PRIMARY SCHOOL ADMISSIONS POLICY 2024/25**

*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 2024 to 31st August 2025 have the legal right to start school full-time in September 2024. All children must start full-time education by the beginning of the term following their fifth birthday. Parents are also entitled to access part-time education until the child reaches compulsory school age.

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 2024. The LA will notify parents of offers or refusal of places on behalf of the Schools' Governing Body on 16th April 2024.

Late applications will be accepted until 28<sup>th</sup> February 2024. 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 ('In year applications')**

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:

[www.worcestershire.gov.uk/inyearapplications](http://www.worcestershire.gov.uk/inyearapplications)

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

Governors may refuse an in-year application where they believe the child may display challenging behaviour<sup>1</sup> if the school already has a high proportion of such

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<sup>1</sup> Behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration

children on roll when compared to other local schools and in Worcestershire and that this has been agreed by the local fair access panel. This does not apply to Looked after or Previously looked after children or children with an EHCP.

### **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 Governing Body will consider each case on its individual circumstances.

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.

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that is beyond the normal range that schools can tolerate. This behaviour would be expected to significantly interfere with the pupil's/other pupil's education or jeopardise the right of staff and pupils to a safe and orderly environment. A child with challenging behaviour may also be disabled as defined in the Equality Act 2010. When considering refusing admission on these grounds, the governors will also consider their duties under that Act. Admission authorities should also consider the effect of the decision of the Upper Tribunal in *C & C v The Governing Body of a School, The Secretary of State for Education (first Interested Party) and The National Autistic Society (Second Interested Party) (SEN)* [2018] UKUT 269 (AAC) about the implications of the Equality Act 2010 when a pupil exhibits a tendency to physical abuse of other persons as a consequence of a disability.

We will not give priority to any children who attend the preschool, Bumblebees, located on the school site (***will this change if Governor led provision?***).

All preferences will be treated equally. We will not give priority to those who select our school as their first choice. We will not give priority to those who complete and submit a supplementary information form (SIF).

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>2</sup> and 'Previously looked after'<sup>3</sup> children who have been in state care in England or outside of England.
- 2) 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.
- 3) 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. Children who are brought up together as a family by a civil partnership and who are living at the same address are also considered to be siblings.
- 4) 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.
- 5) Children of any member of staff currently employed by Broadwas Primary School at the time of application and admission;
- 6) 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.
- 7) Children who live nearest to the School by straight line distance from the school. The LA will, on behalf of the Governing Body, use geocodes to calculate this. In the event of two or more applicants being of equi-distance the place(s) will be

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<sup>2</sup> A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangements order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

<sup>3</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). Governors may request evidence to verify that a child adopted outside of England was in state care ahead of that adoption being finalised.

allocated by random selection (i.e. a lottery). Someone totally independent of the Governing Body will supervise this process.

### **Parental responsibility and home address**

For the purposes of this policy, 'home' is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child. Where parents/carers have shared responsibility, the child's home address will usually be considered to be that of the parent/carer with whom the child lives for the majority of the school week (e.g. three or more days out of five Monday to Friday during term time). Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases, parents will need to agree on the address for the child. Where this is not possible, the school will use the address nearest to the school.

Should more than one parent have parental responsibility for a child, both parents should be in agreement over the preferences expressed prior to the application being submitted. Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, it may not be possible to process any application until agreement over the preferences is reached. Failure to ensure agreement prior to submission, may result in a delay in any application being processed and in some instances, where agreement cannot be reached it may not be possible to proceed until a legal resolution has been sought and the courts determine which parent can make the final decision on schooling. When submitting your application, as part of the terms and conditions, you will be required to confirm that parents are in agreement with the preferences expressed. This will also apply if you wish to transfer in year. If it is subsequently determined that agreement was not made prior to the application being submitted, it could result in the withdrawal of the offer of a place, if it is determined that the information supplied was misleading or fraudulent.

### **Children of UK service personnel and crown servants**

Governors will use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. They will use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.

### **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. These children are exceptions to the Infant Class Size legislation.

There are a number of additional limited exceptions to the Infant Class Size legislation, including children of UK service personnel admitted outside the normal admissions round, children with an Education Health Care Plan (EHCP), looked-after children, where a procedural error has occurred, children admitted following

successful appeal and children admitted outside of the normal admissions round where no other place is available.

### **Special Educational Needs**

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

### **Fair Access Protocol**

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. Consideration of a child under Fair Access does not mean that a parent cannot also make an in-year application to the school for their child. Any such application would be considered in the same way as other in-year application.

### **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 2024.

### **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 20 days of notification.

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

***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.***

***This policy was revised and approved by the Full Governing Body on 3<sup>rd</sup> December 2019. Approved with one amendment in February 2020. Further amendments approved in November 2021.***

***This policy was revised and approved by the Full Governing Body on 16<sup>th</sup> February 2022***

***This policy was revised and approved by the Full Governing Body on 6<sup>th</sup> February 2023***