



## **Brooke Hill Academy (Brooke Hill Academy Trust)**

### **Admissions Policy 2018 - 2019**

Two different categories of admission are identified, each of which is considered in a different way. Parents/carers are reminded that it is a legal requirement for birth certificates to be provided before their child starts school. Proof of the family address of the child will also be required.

Places will be allocated in advance of a family moving into the area where suitable confirmation, such as proof of property purchase, a letting agreement, or a letter from an employer has been received in support of their application.

#### **Children of UK Service Personnel**

A child of UK service personnel will be allocated a place in advance of a move to the area if the application is supported by an official government letter providing details of the relocation date and intended address.

#### **1. Admission at the start of the academic year**

Brooke Hill Academy Trust (the Trust) is its own admissions authority, and is responsible for setting the criteria for admission and their interpretation. It is also responsible for setting the oversubscription criteria within the Trust's Admissions Policy.

Applications for the school at the beginning of the Reception year are co-ordinated by the local authority and must be submitted to the child's 'home authority' (the local authority where the child lives) by the published closing date.

The applications will then be forwarded to the school for consideration by the Admissions Committee.

If the number of applications for places exceeds the number of places available, after the admission of children with a Statement of Special Educational Needs or Education and Health Care Plan where the school is named, the following over-subscription criteria will be applied:-

- a) Looked after children, or previously looked after children, where a child is or has been in the care of the local authority, by reference to section 1.7 of the Schools Admissions Code 2014 (the Code), as amended from time to time;
- b) Children who already have a sibling at the school, or one who attended the school within the last five years. The child for whom application is made should be permanently living in the same family unit or at the same address as the sibling;

this includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

- c) Children of a member of staff at the school, who has been employed at the school for at least two years at the time when the application for admission is made;
- d) Children who live nearest the school, the distance being measured by the shortest driving route. Distances are measured from the main entrance of the school to the main entrance of the child's home address. For these purposes, a child's home address is the address where the child lives for the majority of their time during term time. Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of the time during term time.

Random allocation will be used as a tie-break in category d) to decide who will be admitted if the distance between children's homes and the school is the same. This process will be independently verified.

## **2. Admissions during the academic year**

Any application for admission to the school during the academic year should be made on an application form obtained from the school, and, when completed, returned to the school. All such applications will be considered by the Admissions Committee of the Trust without delay in accordance with the Planned Admissions Number (PAN), which is currently **50** in each year group in Foundation Stage (Reception), Key Stage 1 (Year 1 and Year 2), and Key Stage 2 (Years 3 – 6). Parents will then be notified of the Committee's decision in writing.

### **Admissions Committee**

The Admissions Committee is formed by the Board of Directors of the Trust, in support of guidance given in the Code: "no single member of staff employed at the school has an individual role in the admissions process", and therefore any decision is made by that Committee.

No parent/carer should rely on any expectation or assurance given by the Executive Headteacher, Head of School or other employee or officer of the Trust that their application for a place at the school will be successful or that their child will be given a place at the school. The Trust makes its Executive Headteacher, Head of School, employees and officers aware of their obligations in this respect. An application can only be taken as successful/the child given a place, once a formal offer has been made through the child's home authority.

### **Deferred Entry to School for Children admitted below Compulsory School Age**

As an admission authority, the Trust provides for admission of children to the school in September following their 4<sup>th</sup> birthday. However a parent can request that:

1. The date that their child is admitted to the school is deferred until later in the academic year but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made; and

2. Their child takes up their place at school part time but not beyond the point at which the child reaches compulsory school age.

A child will be of compulsory school age on the prescribed day following their 5<sup>th</sup> birthday or on their 5<sup>th</sup> birthday if it falls on a prescribed day. For these purposes the prescribed days are 31 December, 31 March and 31 August.

### **Admission of Children Outside the Normal Age Group**

Parents may seek a place for their child outside their normal age group, if, for example, the child is gifted or talented or has experienced problems with their health.

In addition the parents of a summer born child (ie: all children who are born from 1 April to 31 August) may choose not to send their child to school until the September following their 5<sup>th</sup> birthday and may request that the child is admitted out of their normal age group ie into Reception rather than Year 1.

Any parents wishing to make an application of this nature should contact the school in the first instance.

Any decision will be made on the circumstances of each case and in the best interests of the child. 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 been educated previously outside of their normal age group;
- Whether they may naturally have fallen into a lower age group had they not been born prematurely;
- The views of the Executive Headteacher and/or the Head of School.

When informing the child's parent of the decision about which year the child should be admitted to, they will also be given clear reasons for the decision.

### **Waiting List**

Any applicants who are not offered a place will be placed on a waiting list, which will be maintained until 31 December in the relevant academic year. Additional applications received after places have been offered will require the waiting list to be ranked again in accordance with the published over-subscription criteria.

If places become available they will be offered on the basis of the over-subscription criteria and not the date on which the application was received nor when the child's name was added to the list.

### **Fair Access Protocols**

Fair Access Protocols exist to ensure that access to education is secured quickly for children who have no school place. Children who are allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on the waiting list.

### **Right of Appeal**

All parents have a right to appeal if the school refuses a child a place. They will be informed of the reason why the admission was refused, given details of the process of appeal, including deadlines, and who to contact.

Parents wishing to appeal must set out the grounds for their appeal in writing.

### **Withdrawing Offers**

Once a place has been offered it will only be withdrawn:

- where it has been offered in error;
- when a parent has not responded within a reasonable period of time, identified as 21 days following the issue of a reminder letter;
- when the offer was obtained through a fraudulent or intentionally misleading application.