

School Policy for

SCHOOL ADMISSIONS

Braunstone Community
Primary School



Children are admitted at one point in the year:

1. Children with birthdays between 1st September and 31st December are admitted in September at the beginning of the Autumn Term – i.e., during the term when they are five

There are no admissions at the beginning of the Summer Term for children whose birthdays fall between 1st May and 31st August. This group of children are admitted at the beginning of the following Autumn Term after their fifth birthday i.e. in September.

If the number of requests is greater than the number of places available, places will be offered in order of priority to:

- i) Pupils who are accommodated (looked after children) by Leicester City Council
- ii) Pupils who are on the Child Protection Register and need to attend an alternative school to avoid their abuser
- iii) First preferences for pupils who live in the priority area (former catchment area) for the school
- iv) First preference for pupils with a sibling (brother or sister) who will be attending the same school up to and including Year 11 at the same time
- v) First preference for pupils who have a statement of Special Educational Needs
- vi) Pupils living in the area of a closed school whose parents put one of the linked schools as their preference. If there are more of these preferences than places available, we will allocate them to the pupils who live closest in a straight line
- vii) First preference for pupils who are basing their application on religious convictions
- viii) First preference for pupils who live nearest to the school (measured in a straight line)
- ix) Second preference (in the same priority order as above)
- x) Third preference (in the same priority order as above).

NURSERY (FOUNDATION STAGE 1) ADMISSION ARRANGEMENTS

- There are 60 part time places in our Nursery (FS 1) and admission is by application to the local authority.
- Pupils are allocated a part-time place either in the morning or afternoon.
- If the number of requests is greater than the number of places available, places will be offered in order to priority to:
 - Pupils who live in the priority area of the nursery
 - Pupils who are cared for in the priority area
 - Pupils who have a brother or sister in the school
 - Children recommended by Social Care or other relevant outside agencies
 - Pupils who live nearest to the school.

The offer of a place in the Nursery/FS 1 does not guarantee admission to the school at the point of primary school admission. The Leicester Education Authority admissions policy applies at this point.

<http://www.leicester.gov.uk/your-council-services/education-lifelong-learning/about-schools/school-admissions/>

Before admission to Nursery/FS1, a member of the school's teaching team arranges to visit your family at home or a visit in school. During this home/school visit, following information will be discussed:

- Contact numbers
- Health and abilities of your child
- Details of school uniform
- Home-school agreement
- Attendance
- Photo and visit permission letters.

It will also be necessary to see your child's birth certificate

During this visit you are able to:

- Ask questions and get to know about life in the Nursery
- Arrange to make a visit with your child
- Confirm details of your child's starting date

Your child will need a school uniform, book bag and PE kit-bag and these are available to buy from the school office.

Oversubscription criteria for community maintained schools

(Taken from Leicester City Admissions Team)

1. Children in the care of a Local Authority or who were previously in the care of a local authority. (See note 1)
2. Children who are on the 'list of children subject to child protection plans' and need to attend an alternative school to avoid the abuser.
3. Children who are both living in the catchment area served by the school and have brothers or sisters still attending the school at the time of their application and admission. (See note 2)
4. Other children living in the catchment area at the time of application and admission.
5. Children who do not live in the catchment area served by the school but who have brothers or sisters still attending the school at the time of their application and admission. (See note 2)
6. Children of parents / carers fleeing 'Domestic Violence'. (Subject to verification by a senior Social Worker or current City Council procedures for housing reallocation in cases of recognised domestic violence).
7. Other children whose parents have requested a place.
8. Children whose parents did not request a place by the closing date.

Note 1:

A 'looked after child' is a child who is (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 at the time of making an 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 residence order or special guardianship order.

Note 2:

By siblings we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parent / carer's partner and in every case the child must be living in the same family unit at the same address.

If a school's Published Admission Number is exceeded within a category then a tie-break will be used.

Within each criterion priority will be given to children who live closest to the school.

Distance will be measured on a straight line basis using a geographical information system measuring from the GEO CODE reference point for the child's home address to the GEO CODE reference point for the school.

In the unlikely event that two applicants within a category live exactly the same distance from the school and only one place remains, the place will be offered to one applicant on the basis of lots drawn by an officer of the local authority not involved in the administration of school admissions.

In the case of multiple births if the final place available at a school is offered to a twin or triplet and the remaining sibling/s would ordinarily be refused, places will be offered to the remaining sibling/s at the same school.

School Admissions Appeals

If your school place request is turned down you can appeal to an independent appeal panel.

An admission appeal is an opportunity to put forward your reasons for wanting a place at a full or oversubscribed school once you have already been refused that place. The appeal is heard by an independent panel who is not connected with Leicester Local Authority (LA). The panel hear evidence from you and also from the LA about how they have applied the admissions policy in your case. The panel make its decision after hearing both sides. It is a legally binding decision.

Braunstone Community Primary School

Category:	Admissions
Purpose:	To set out the process of school admissions
Date ratified:	Autumn 2017
Review Date:	<i>This policy will be reviewed every two years by the LT. Any suggested amendments will be presented to the Governing Body for approval.</i> Autumn Term 2019
Coordinator/s:	Headteacher/ Leadership Team
Governor link:	Personnel Committee
Signed (& dated) by:	 Alan Curtis (Chair of Governors)