

Admissions Policy

Briercliffe Primary School



Written by:	R Blanchet
Approved by:	SECC
Last reviewed on:	7th December, 2021
Next review due by:	December 2022

1. Aims

Our School Aims:

Our school's core purpose is to prepare our children for their futures. To do this, we aim to:

- Make a difference for our children through the delivery of a high standard of education for all.
- Help our children to become successful learners who achieve well at Primary School, have the requisite knowledge and attributes to succeed in the next stages of their education and have a positive experience of school to make them want to become 'life-long learners'.
- Support our children to become both confident individuals and responsible, caring members of the school and the community.

The Aims of this Policy:

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Responsibilities:

The Headteacher and Governing Body of the school are responsible for the content and implementation of this Policy.

Publication:

The plan will be made available online on the school website, and paper copies are available upon request.

Briercliffe's commitment to Inclusion and Equality:

Our school is an inclusive school. We aim to treat all our pupils fairly and with respect. Part of this is making sure all our children feel included in all our teaching and activities. We recognize that the delivery of a broad and balanced curriculum is the entitlement of every child. We seek to identify early any potential barriers to learning and participation children may have so that these can be supported.

Our school actively encourages equity and equality. Discrimination of any kind – for example, on the basis of gender, race, creed, sexuality or ethnicity – will not be tolerated.

2. Legislation and guidance

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **Normal Admissions Round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Children Looked After (CLA) are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

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

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to Apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

Lancashire County Council's on-line application system can be found at:

www.lancashire.gov.uk/schools

You will receive an offer for a school place directly from your local authority.

5. Requests for Admission outside the Normal Age Group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 60 pupils for entry into Reception.

6.2 Oversubscription criteria

All children whose Education, Health and Care (EHC) Plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to all Children Looked After and Previously Children Looked After who apply for a place at the school.
2. Priority will next be given to children on the basis of exceptional social or medical need which are directly relevant to the school. Advice should be sought from LCC's Admissions Team regarding what qualifies for this criteria. Supporting evidence will be required if you are making an application on this basis.
3. Priority will next be given to children with siblings at the school – i.e., children with older brothers and sisters attending the school when the younger child will start.
4. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school by a straight line (radial) measure will have priority.

6.3 Tie Break

The distance criterion will be used as the tie breaker if there is oversubscription within any of the admission criteria; it is a straight line (radial) measure.

If the Local Authority is unable to distinguish between applicants using the published criteria (e.g., those living the same distance from home to school, or families residing in the same block of flats) places will be offered via a random draw.

The distance measure is a straight line measurement (radial) between the applicant's home address points and the address point of the school (co-ordinates provided by ordnance survey data).

6.4 Deferred and Part-Time starts

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time from the September following their fourth birthday.

Parents have the right to request to defer their child's entry to the school until later in the school year. However, this may not extend beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year the offer was made for.

Parents also have the right to request that a child attends school part- until they reach compulsory school age, if that best suits the needs of your child.

Decisions regarding deferred or part-time starts must be agreed with the relevant admission authority and the school. Where deferred entry within a child's reception year is agreed, the offered place will be reserved until the beginning of the Easter term.

7. In-Year Admissions

Parents can apply for a place for their child at our school at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be made by contacting the school office on:

01282 459 421.

The school will also liaise with the Local Authority's Admissions Teams as part of this process.

8. Fair Access Protocol

We participate in Lancashire County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

8.1. Refusal Criteria

We will not refuse to admit a child in the normal admissions round or at any point in the normal year of entry (the Reception year). The only exception to this would be in cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged (this relates to children who have been excluded previously from two or more schools).

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, but only in such a case that we have good reason to believe that their admission may adversely affect the provision we can offer. Any such situation will be addressed in conjunction with LCC's Admissions Team.

We will not refuse admission on these grounds to Children Looked After, Previously CLA children or children with EHC plans naming the school.

9. Appeals

If your child's application for a place at the school is unsuccessful, you have the right of appeal to an Independent Admissions Appeal Panel, whose members played no part in the original allocation of places.

For further information regarding how to appeal and the timescales for this, please contact the East Area Education Office:

Phone: 01254 220 747

Email: Pupil.AccessEast@lancashire.gov.uk

Post: **East Area Education Office**

Room C37
Pupil Access Team
Lancashire County Council
County Hall
Fishergate Hill
Preston PR1 0LD

10. Monitoring arrangements

This policy will be reviewed and approved by the Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Governing Body will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.