

Brennand's Endowed Primary School SLAIDBURN  
Admissions Policy 2019/2020

Determined Primary Admission Arrangements

**Making an application**

Applications for admission to the school for September 2019 should be made on-line at [www.lancashire.gov.uk](http://www.lancashire.gov.uk) (search for School Admissions) between 1st September 2018 and 15th January 2019. It is not normally possible to change the order of your preferences for schools after the closing date. Parents **must** complete the Local Authority electronic form, stating three preferences. Parents who attend Church may also wish to complete the supplementary form.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16th April 2019. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

**Admission Procedures**

This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governors will not place any restrictions on admissions to the reception class unless they are advised that the number of children for whom admission is sought is likely to exceed this number. The number of places available for admission to the Reception class in the year 2019 will be 10.

Parents seeking application to the school under over subscription criteria 3 or 4 must complete and return the school's Supplementary Information Form in addition to the Local Authority Common Application Form. The Supplementary Information Form is available from the school and is attached to this policy. If a Supplementary Information Form is not received, governors will rank the application based on information received on the Common Application form only.

Children with a statement of special educational needs naming the school will be allocated a place. This is a statutory entitlement under S.324 of the Education Act 1996 and is not part of the oversubscription criteria.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority coordinates the admission. By law, no infant class may normally contain more than thirty children. In the event that there are more applicants than places, the governing body will allocate places using the criteria below, which are listed in order of priority.

1. "Looked after children" (children in public care), adopted children who were previously looked after, those with a special guardianship or residency order.
2. Children in special circumstances where their needs can only be met at this school will be given priority and will be admitted before considering other children falling into the following categories which are listed in priority order. See note 1 below.
3. Children who have a sibling already attending the school at the time the application is made and who will still be in school at the expected time of entry. Please see note 2.
4. Children whose parents have regular involvement in the work and worship of St. Andrew's Church Slaidburn and St. Bartholomew's Tosside. Please see note 3.
5. Children whose parents are involved in the work and worship of another church in membership of Churches Together in England. Please see note 3.
6. Distance from home to school. Please see note 4.

### **Late Applications**

Applications received after the deadline will be considered after all the others and placed on a waiting list in order according to the set criteria.

In a case where extenuating circumstances can be shown for late application (and it is before the governors have established their list of pupils to be admitted), then it will be considered alongside the others.

### **Waiting List**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the school year for which the application was made.

### **Notes:**

1. Professional supporting written evidence from the appropriate professional e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion 'special circumstances'.
2. 'Brother or sister' includes step, half, fostered or adopted siblings living at the same address.
3. 'Parental involvement' is normally taken to mean a minimum of monthly attendance at church for over a year. Any application under this criterion must be supported by completion of the Supplementary Information Form (SIF), which is attached to this policy. It is a parental responsibility to complete the SIF, obtain the minister's reference and return it to the school by 15<sup>th</sup> January 2019.
4. Distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where two addresses have the same distance, or the cut off point is for addresses within the same building, then the Local Authority's system of random draw will determine which address(es) receive the offer(s).
5. Distance from home front door to the school entrance door in a straight line will be used as the final determining factor. For children living with parents with shared responsibility, the address of the parent living nearest to the school would be used.

### **Appeals**

In the event of the governors being unable to admit any child, the parents may appeal against the decision, setting out their grounds for appeal. This must be done in writing to the Clerk to the Governors (c/o 'The School') within 20 days of notification that the application has been unsuccessful. The school will sympathetically support any appeal if numbers on roll allow it to do so.

Arrangements will be made for the parents to have the opportunity of stating their case to an Appeals Committee, constituted under the School Standards and Framework Act 1998.

### **Deferred admission**

Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

## Twins/Multiple Births

Where there are twins/multiple births applying for admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances, twins or multiple birth children may be admitted as 'excepted children' above the infant class size limit. This may also apply to siblings who are in the same year group.

## Non Routine Admissions

It sometimes happens that a child needs to change school other than at the "normal" time; Such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address with the exception of an applicant that is a member of a British Service family or a Crown Servant, where a place will be offered before a permanent address can be verified. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

*Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.*

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child<sup>1</sup> 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. Admission Authorities **must** make clear in their admission arrangements the process for requesting admission out of the normal age group.

Admission authorities **must** make decisions on the basis of 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 **must** also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

Where an admission authority agrees to a parents' request for their child to be admitted out of their normal age group and. As a consequence of that decision, the child will be admitted to a relevant age group (ie the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** 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 oversubscription criteria where applicable. They **must** not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

<sup>1</sup> The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth ( or on their fifth birthday if it falls on 31 August) It is likely that most requests for summer born children admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely

**Brennand's Endowed (Voluntary Aided) Primary School**

**Supplementary Information Form**

Child's Surname.....

Forename(s) .....

Date of Birth ..... Boy  Girl

Name of parent(s)/guardian .....

Address.....

.....

.....

Post code.....

Telephone number ..... Mobile Number.....

- Do you attend an Anglican Church or any other Christian Church? **Yes / No**

If 'yes' please name your minister and Church:

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- Do you have a child already attending the school and who will still be attending the school at the expected time of entry of the younger child?

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Name(s) and Year Group .....

*The information provided on this form is used solely for the purpose of considering applications under the school's Admissions Policy. The information is held by the School and/or the Local Education Authority and will not be disclosed to any third party. Under the Data protection Act, some of the information provided is defined as 'sensitive personal data', which means that your explicit consent is required for the data to be processed.*

*Please confirm your consent by signing and dating the form below.*

Signed .....Name (printed).....Date.....