

## **Belthorn Academy Primary School Admissions Policy 2023 - 2024**

**Belthorn Road**

**Belthorn**

**Lancashire**

**BB1 2NY**

**01254 55620**

**URN: 137512**

**Lancashire County Council school number: 11/504**

**Number of admission places available: 30**

**Closing date for applications: 15<sup>th</sup> January**

**Offer date: 16<sup>th</sup> April**

Paragraph 2.16 of the School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday, but children do not reach compulsory school age until after their fifth birthday. Where a school is their own admission authority, this responsibility falls to the governing body or Academy Trust. Please note that any children attending Little Bells pre-school will still need to apply to attend Belthorn Academy Primary School.

Over subscription – Where applications for admission exceeds the number of places available the following criteria will be applied in the order set out below to decide which children to admit.

**Criteria:**

- 1a) Looked after children or a child who was previously looked after, but immediately after being looked after became subject to adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside England and ceased to be in state care as a result of being adopted.
- 1b) Children with special medical or social circumstances affecting the child where these needs can only be met at this school
- 2) Children who have a sibling attending the school at the time of application and admission (see note c)
- 3) Children residing in the village of Belthorn

- 4) Children who are enrolled at Belthorn Academy Primary Pre-School (Little Bells) in the year prior to Reception class admission application
- 5) Other children

Where there are more applicants for the available places within a category then the 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 will have priority over more distant ones. The address point is within the body of the property and usually located at its centre. Where the cut-off point is for addresses within the same building then the single measure between address points will apply and a random draw will determine which addresses receive the offer of a place.

**Notes:**

- a) **Looked after:** A looked after child is a child who is in care of the Local Authority or being provided with accommodation by the Local Authority in the exercise of their Social Services function. A previously looked after child is one who immediately moved on to being adopted or becoming subject to a residence/child arrangement order or special guardianship order.
- b) **Special medical/social circumstances:** Supporting evidence from a professional i.e. a doctor, psychologist, social worker is essential if admission is to be made under the criterion for special medical or social circumstances. Such evidence must set out the particular reasons why Belthorn Academy Primary is the most suitable school and the difficulties which would impact on the child if they were to attend another school.
- c) **Siblings:** Belthorn Academy Primary defines siblings as brothers, sisters, half-brothers, half-sisters, step-brothers, step-sisters, fostered and adopted children residing at the same address.
- d) **Address of child:** Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week. Where care is split equally, the household in receipt of the child benefit will determine the address used. Proof of address may be requested for all categories of admissions.
- e) **Twins:** Where twins/children of multiple births request admission where one of the children is the 30th child admitted the other child or children may also be admitted. This also includes exceptions under the school admissions code.
- f) **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 for the full autumn term

- g) Late applications:** An application will be treated as a late application if it was made after the closing date. Applications for school places which are received late will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional the relevant admission criteria will be initially applied to all others received on time. The late application will be dealt with after this process.

### **In-year admissions**

Any application for a school place on or after the first day of the academic term will be considered as an in-year application. A child may need to change school other than at the start of the academic year in September. Such admissions are known as in-year admissions. Parents wishing their child to attend the school should arrange to visit the school. An application form will be provided. If there is place in the appropriate class, then the Governors will arrange for an admission to take place. If there is no place available, the Admissions Committee will consider the application. If a refusal occurs, then information on how to appeal this decision will be provided. Appeals for children moving into the area will not be considered until evidence of a permanent address is provided. Re-applications for a place within the same academic year are not allowed unless there has been relevant, significant and material change in the family circumstances.

### **Admissions – general information**

School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age. Where a parent requests their child is admitted out of their normal age group, the school is responsible for making the decision on which year group a child should be admitted to. A decision is made on the basis of the circumstances of the case and in the best interests of the child concerned. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

### **Deferring admissions for Reception class age children**

Deferred entry to school is where a parent decides to request that their child starts school later in the school year that follows their fourth birthday or when the child reaches compulsory school age. There is flexibility for parents who do not feel their child is ready to start school before compulsory school age. They may defer the date their child is admitted to school until later in the school year following their fourth birthday, providing they do not defer beyond the point at which they reach compulsory school age, or beyond the start of the final term of that school year. Alternatively, their child may attend school part-time until they reach compulsory school age.

## **Deferring admission for summer born children**

In England, the term “summer born” is used to describe children born between 1 April and 31 August. Children born in the summer term, are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning Year 1. Should the parent wish their child to be admitted to Reception, rather than Year 1, at this point, they may request that they are admitted out of their normal age group. Paragraph 2.17A of the code requires that, in any circumstance where a parent requests their child is admitted out of their normal age group, the school must make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

## **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 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 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 will also take into account the views of the head teacher of the school.

When informing a parent of their decision on the year group the child should be admitted to, the Governing Body will set out clearly the reasons for their decision.

If the Governing Body 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 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 application 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. 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.

## Waiting lists

Each admission authority must maintain a clear, fair, and objective waiting list until at least 31 December of each school year of admission, stating in their arrangements that each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received, or their name was added to the list. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list<sup>52</sup>.

## Appeals

Where the Academy is unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admissions appeal panel, set up under the Schools Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify the Head of Governance at the school by completing an appeal form obtained from the school's website. Parents will have the opportunity to submit their case to the panel in writing and to attend in order to present their case. You will normally receive 14 days' notice of the place and time of hearing. Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year). Please note that this right of appeal against the Academy's decision does not prevent you from making an appeal in respect of any other school.

The timescales within which admission authorities **must** ensure that appeals are heard are detailed in Section 2 of the School Admission Appeals Code. For example, for applications made in the normal admissions round, appeals must be heard within 40 days of the deadline for lodging appeals

## Appeals process

### Important dates

The national offer day is 16 April. In 2023, this falls at a weekend, therefore Monday 17 April will be the date when offers are issued to parents.

13 May is the deadline for requesting an appeal. Appellants should return the appeal form to the school (not to the area education office). The appeals team at Lancashire county council administers appeals for Academies. The team organises the independent admission appeal panels and co-ordinates the appeals process in accordance with the School Admissions Appeals Code.

Determined policy (after consultation)

Once we receive your appeal you will be invited to participate in an appeal hearing. We will write to you to confirm the date and time for your hearing and how this will be conducted. We will contact you via the email address you supply on the appeal form and we will always try and give you at least 14 days' notice of your hearing date and time.

Appeal hearings will take place during the summer term. By 8 July appeals submitted by the deadline will be heard by an independent appeal panel.

### **The appeal hearing**

Hearings are informal and last around 20 to 30 minutes.

The appeal will be heard by a panel acting independently of the Local Authority. They will have no connection with the school you're appealing for, or the school your child has been allocated a place at. These are the people who will make the decision about your appeal.

We will write to you to let you know the result of the hearing within 5 working days, wherever possible.

- Please note dates may be subject to slight adjustments.