

Brennard's Endowed Church of England Primary School SLAIDBURN
Admissions Policy 2024/2025

Determined Primary Admission Arrangements

Making an application

Applications for admission to the school for September 2024 should be made on-line at www.lancashire.gov.uk (search for School Admissions) between September 2023 and 15th January 2024. 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.

E-mails informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority in April 2024. 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 2024 will be 10.

Parents seeking application to the school under over subscription criteria 3, 4 or 5 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/EHC plan 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 or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.
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 preferably have monthly worship at St. Andrew's Church Slaidburn and St. Bartholomew's Tosside. Please see note 3.

5. Children whose parents preferably have monthly worship at 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 evidence from a professional, e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
2. Siblings are defined as sisters and brothers of statutory school age including step, half, foster and adopted siblings who live with the same family at the same address.
3. 'monthly worship' 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 15th January 2023.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Appeals

In the event of the governors being unable to admit any child, the parents have the right to 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.

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.

Non Routine Admissions/In Year Admissions

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application.

The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website.

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel.

Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's [appeal form](#) on Lancashire County Council's website.

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 child¹ 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 (i.e. the age group to which pupils are normally admitted to the school), unless the parent and admission authority

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.

¹The term summer born children relates to all children born from 1April to 31 August. These children reach compulsory school age on 31August 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.....

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.....

Post code.....

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

- Do you attend St. Andrew's Church, Slaidburn, St. Bartholomew's Tosside or another church in membership of Churches Together in England?

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.

SignedName (printed).....Date.....