



Bishop Bronescombe C of E School

Admissions Policy 2017/2018

Updated:	January 2016	Revised by:
Due for Review:	Autumn Term 2016	Mark Lees

School Aims:

At Bishop Bronescombe School we aim to give all children:

- ✚ Access to a rich curriculum which enthuses and equips them for life as citizens in the 21st century.
- ✚ Opportunities to explore their own developing Christian faith and to have respect for the faith of others.
- ✚ High self esteem by feeling valued as a member of our school.
- ✚ A sense of fair play, treating others with dignity and respect.
- ✚ The chance to enjoy taking part in a vibrant, forward looking school, moving their learning forwards.

Bishop Bronescombe School Motto is: ***'Learning that lasts a lifetime.'***

General policy statement:

All staff, governors, volunteer helpers, students and visitors need to give due regard to all of the policies and practices adopted by the school. Whilst it is acknowledged that people other than staff cannot be expected to read every policy before a visit to the school, it may be that further guidelines are necessary in addition to the Visitors' Booklet which people are given upon arrival. All staff carry responsibility for the welfare and success of the children in our school. Staff will advise anyone who is working alongside us of the necessary protocols, procedures and policies we follow.

Our special designation of being the Deanery School, means we give priority within our criteria for admission to children from across the deanery. The school operates an equal preference scheme for admissions.

Introduction

Bishop Bronescombe is a Primary School and the Governing Body is the Admission Authority for the school. The school will participate fully in the Local Authority's Fair Access Protocol and the Local Authority's Co-ordinated Admissions Schemes for starting school and applying for a place during the school year. Details of these schemes are available on the Council's website (www.cornwall.gov.uk/admissions) or on request from the Local Authority. Closing dates and other details about the application process will be stated in those schemes.

Applying for a place

All applications for places in reception or during the school year must be made direct to the applicant's home local authority on the appropriate application form. The application form and supporting information will be available electronically on the local authority's website or in paper form on request from that local authority. There is a supplementary information form which can be submitted as supporting evidence for oversubscription criteria 3, the form can be obtained from the school or from the school website. Please return this to school as soon as possible.

Allocation of places

Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school will be admitted regardless of the number on roll in the year group.

Children in Care who are directed to the school by the Local Authority (or Secretary of State in the case of academies) will be admitted to the school regardless of the number on roll in the year group.

The published admission number (PAN) for reception in 2017/18 will be 45. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations.

Deferred entry

Places in reception will be allocated as full time from September. However, parents/carers are able to request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age or request that their child takes up the place part-time until they are of compulsory school age.

Parents/carers should direct any request to the Headteacher/Executive Principal.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Those wishing to request placement outside the normal age group should contact the Headteacher/Executive Principal. Such requests will be considered on a case by case basis and in the best interests of the child concerned. Guidance can also be found at www.cornwall.gov.uk/admissions or on request from the School Admissions Team.

Appeals

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Governing Body. Applicants can only appeal again for a place in the same school within the same academic year if the admission authority for that school has accepted a further application because there has been a significant and material change in the circumstances of the parent or carer, child or school (e.g. a change of address into a school's designated area), but has determined that the new application must also be refused.

Waiting lists

If the school is oversubscribed, a waiting list will be held from when allocations have been made for the whole of the academic year and parents/carers can request that their child is added to this list. A pupil's position on the list will be determined by the criteria set out below. Children's places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

Oversubscription Criteria

In the event of there being more than 45 applications for places in reception for the 2017/18 academic year or more applications than places for any year group during the school year, the following oversubscription criteria will be used to prioritise applications, after the admission of children whose Statement of Special Educational Needs or Education, Health and Care Plan names the school:

1. Children in care and children who were previously in care but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order.

2. Siblings – Brother or Sister who will be attending school at the proposed date of admission. ‘Siblings’ are defined as children with at least one natural or adoptive parent in common, living at the same or different address. Children living in the same household at the same address would also be counted as siblings regardless of their actual relationship to each other.
3. Practising Christians – Children whose parents can demonstrate Christian commitment by providing a supporting letter from a priest or minister of religion. This can be from an Anglican Church or from any other Christian denomination from present or past association with that church.

The Governing Body uses the National Society’s recommended three tier stratification for faith-based places, giving priority to those at the heart of the Church.

- i. Known to the church
- ii. Attached to the church
- iii. At the heart of the church
- iv. (see footnote for detailed definitions).

4. Children living in the Deanery of St Austell.
5. All other children.

Footnote:

Definitions of three tier stratification:

- (i) An applicant **‘known to the church’** would not be a frequent but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation. This would have least priority.
- (ii) An applicant **‘attached to the church’** would be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.
- (iii) An applicant **‘at the heart of the church’** would be a regular worshipper. We suggest that this might normally mean one who worships usually twice a month. To accommodate difficult patterns of work and family relationships account should be taken of week-day worship. The worshipper could be the child for whom application is made or one or both parents. This would have highest priority.

In Year Applications

In-year applications will be handled by the LA in 2017/18.

BBabies Nursery Applications

Children can join the nursery in the term of their third birthday. Funding is received in the term after the child’s third birthday. Payment for sessions will be required before funding is received or for additional sessions attended over the 15 hours funding allocation (this funding allocation may increase depending on government funding levels).

Nursery applications will be considered in line with BBabies Nursery admission policy.

Notes and definitions

Children in care

A 'child in care' may also be referred to as a 'looked after child' and is a child who is (a) in the care of a local authority, (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

A 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Professional recommendation for admission

If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.

Siblings

'Siblings' means brothers or sisters. They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address. Children living permanently in the same household at the same address would also be counted as siblings, regardless of their actual relationship to each other. To qualify as a sibling a child must be on the roll of the school in question at the date of application, allocation and admission.

Tie-breakers

If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

Final tie-breaker

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority's Random Allocation Protocol which is available on request.

Distances

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One and supported by Cornwall Council's chosen Geographical Information System. Measurements will be between your home address using Ordnance Survey's AddressPoint dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by Cornwall Council).

Home address

Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. It is expected that parents will submit only one application for each child and any disputes in relation to the child's home address are settled before applying.

Multiple birth siblings

Where applications are received on behalf of 'multiple birth siblings' (i.e. twins, triplets, etc.) or siblings whose dates of birth place them in the same chronological year group, every effort will be made to offer places at the school, which may mean allocating places above the Published Admission Number (PAN) where that is possible. [It is possible to admit multiple birth siblings as 'excepted pupils' over the infant class size limit.]

Policy agreed by the Governing Body on: Monday, 8th February 2016

Next review date: Autumn term 2016