

# ADMISSIONS POLICY (Academic year 2020-2021)



Date: February 2019

Date of Review: February 2020

Signed Chair of Governors:

A handwritten signature in black ink, appearing to be 'K. Jones', written over a light blue rectangular background.

## 1 Introduction

The governing body of Berry Hill Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The school complies with all relevant provisions of the Department for Education's School Admissions Code of Practice 2012 ("the Admissions Code") the School Admission Appeals Code of Practice 2012 ("the Appeals Code") and the law on admissions.

## 2 Aims and objectives

- We are an inclusive school that welcomes children from all backgrounds and abilities.
- All applications will be treated on merit and in a sensitive manner.
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below, in order to determine whether a child is accepted or not. It is our wish to allow parents/carers the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.
- The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

## 3 How parents can apply for their child to be admitted to our school

- As a Foundation school, Berry Hill determines its admission arrangements. (please see the appendix below).
- The Local Authority (Gloucestershire County Council) publishes admissions information each year, giving information about how parents/carers can apply for a place in the school of their choice. Parents/carers have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not in itself guarantee a place at this school. Application forms can be completed online at [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions) or a paper copy can be obtained from the Admissions and Transport team, Shire Hall, Gloucester and should be completed by the Local Authority set date in January 2019 (see Gloucestershire County Council Admissions Website, or contact the school office 01594 832262) for this date. The Local Authority will notify parents about the school place on a published date in April 2019.
- In this area, children enter school in the academic year they become five. There is usually one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents/carers who would like their child to be admitted to this school

during the year their child is five should ensure that they complete the necessary application form by the published date in January 2019.

- **Admission of Summer Born Children for Reception Entry for Berry Hill Primary school (BHPS)**

The Governing Body of BHPS acknowledges the updated advice from the Department of Education that parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of BHPS School. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once, and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school.

- **Normal Admission Round**

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children are entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

#### **4 Admission appeals**

- If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.
- If parents/carers wish to appeal against a decision to refuse entry, they can do so by writing to the Governing Body using the appropriate form available from school on request. All appeals by parents who have been refused a place at our school and who wish to appeal against this decision are considered by an appeals panel that is independent of the school. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school.
- Details of the statutory appeals process can be found at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/275897/school\\_admission\\_appeals\\_code\\_1\\_february\\_2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf) and further information for parents at: <https://www.gov.uk/schools-admissions/appealing-a-schools-decision>
- For any child who is not accepted into the school, the parent/carer may request that they are placed on a waiting list. Waiting lists are held until December then they will need to re-apply to remain on the list. Please note that any child on the waiting list may still be subject to the prioritised admissions criteria as listed below in the Appendix.

## **5 The standard admissions number of Berry Hill Primary School**

- The standard number is the number of children the school can accommodate. The standard number for our school is **30** in each class.

## **6 Infant class size**

- We teach infant children (aged five to seven) in classes that have a maximum number of 30 children, unless required by regulation (ref Appendix - Admission criteria 1).

## **7 Review**

- This policy will be reviewed annually in the light of any changed circumstances in our school or the local area.

## Appendix

### Berry Hill Primary School admission criteria

For admission to Reception, parents/carers must submit their online application or Common Application Form stating their preferred schools to the Admissions and Transfer Team no later than the Local Authority published admissions date in January 2020.

Where applications for admission exceed the number of places available (both in the normal round of admissions and for in-year admissions), the following criteria will be applied, in the order set out below, to decide which children to admit:

**Any child with a statement of Special Educational Needs (SEN) or Educational Health Care plan (EHC) which names the school will be admitted even if the school is full.**

#### 1. Looked After Children – Children in Care.

- Looked After Children/Previously Looked After Children Definition:

A 'looked after child' ( 1 ) or a child who was previously looked after but immediately after being looked after became subject to an adoption ( 2 ) child arrangements order (residency order) ( 3 ) or special guardianship order ( 4 ) .

(1)A 'looked after child' is a child who is (a) in the care of a local authority, or (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) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

- This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).
- Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.
- See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Where the child is in Public Care (Looked After Children). The highest priority for admission must be given to looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

#### 2. Children who will have siblings attending the school at the time the applicant child is admitted.

Sibling definition: sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner as well as children who are brought together as a family by a same sex civil partnership. In

every case, the child must be living in the same family unit at the same address, at the time of application.

3. Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. Measuring distances are used with Ordnance Survey Points not centre points or front door/gates etc.
4. Where any particular category at points 1-2 above is oversubscribed, criterion 3 (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.
  - In the event of a tie between two or more children when applying criterion 3 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Governing Body. This will be in the form of a manual process which is overseen by an independent person. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

*The Governing Body will maintain a waiting list for pupils wanting to come to Berry Hill Primary School when there are no available places. Parents / carers will be made aware that for children on the waiting list, the above criteria for places will still apply.*