



Admissions Policy and Procedures

September 2019- August 2020

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Admissions Policy

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Admissions Policy

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1. School Ethos

- 1.1 Brooklands serves its community by providing a caring, safe happy and protective environment in which each student can develop their full potential. During the Middle Years our young people grow and mature into confident, hardworking and caring young people. They embrace the high expectations we have of them to achieve academic and personal success and acquire strong values, display good conduct and show respect for themselves and others. This is encapsulated in our Mission Statement - *'High Expectation High Achievement'*.

2. Principles

- 2.1 The Governing Body is committed to pursuing this admissions policy with respect to the schools age range and inclusive character . The Governors do however reserve the right to respond to any changes relating to school admissions at national and local level.
- 2.2 Brooklands has an agreed admission number of 150 in any one year group, with the overall capacity of the school being 600
- 2.3 The Governing Body as the Admissions Authority, determines the schools admissions policy and arrangements for taking decisions on applications for admissions . The Governing Body will work with Central Bedfordshire in order to ensure admissions are co-ordinated with the Local Authority at intake in Year 5.
- 2.4 If the number of applications for admissions exceeds 150, the Governing Body will, when there are more requests from parents / carers than the number of places available, allocate places according to the admissions criteria, in the rank order they are set out below.

3. Categories.

1. All *'looked after'* children or children who were previously *'looked after.'*
2. Pupils living in the catchment area with *siblings* at the school .
3. Other pupils living in the catchment area.
4. Children of staff employed by Brooklands School who the school reasonably considers have been recruited to fill a vacant post for which there is demonstrable skill shortage and/or have 2 or more years service at the time of application
5. *'Very exceptional'* medical grounds;
6. *'Other siblings'*;
7. Children who have spent a significant time (3 years or more) in a lower school in Leighton Buzzard/ Linslade/ Hockliffe or outlying villages such as but not exclusively Stanbridge, Totternhoe, Eaton Bray;
8. Any other children.

4. Notes.

- If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the student lives from the school, this is determined by straight line distance from the school site to the child's home address i.e those living closer to the school receiving the higher priority. The Local Authority. On behalf of the Governing Body, will measure the distance from the address point of the student's home to a point on the school site agreed with the Governing Body of the school. The school will not give priority within each criterion to students who meet other criteria.
- In the events of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the School Admissions Team database to allocate the place.

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- The Governing Body will normally offer a place at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a student moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest school or academy which caters for students of the same age and has places available.
 - Students who have an EHCP plan are required to be admitted to the school which is named on the statement, even if the school is full. Students identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

5. Admissions Arrangements

- 5.1 Equal Preference - The *'Transfer to Middle School Application Form'* invites parents to name up to three schools in order of preference. When allocating places each preference is treated equally and the priority for allocating a place at the school is worked out using the admissions criteria. This may mean that some second and third preference applications maybe ranked higher than some first preference applications according to the admissions criteria for the school.
- 5.2 Co-ordinated Admissions Arrangements - Information about the transfer process will be sent to students in Lower Schools who are due to transfer to a Middle School in September. Parents are required to apply for a place to the Local Authority in which they lived and return their form to that authority by the date indicated on the application form. Parents can also apply online using the online application system for the Local Authority in which they live. Students living in the Local Authority area can return their form to their current school.

5.3 The allocation of places will take place after this deadline and parents will be informed in March whether their applications have been successful. Parents who make applications after the official deadline even if they live in or move into the catchment area will not be entitled to automatic places if this would mean exceeding the published admission number.

6. Appeals

6.1 Parents who may wish to appeal against non-admission of their child will have the right of appeal to an independent appeals panel. The appeals panel is independent of the Governing Body and the Local Authority Admissions Team. Further details regarding the law on admissions and appeals can be obtained from the Local Authority Admissions Team. The decision of the appeals panel will be binding.

7. Waiting List

7.1 If it has not been possible to offer your child a place at Brooklands School, we will place your child's name on a waiting list which has been prioritised according to our admissions criteria. If a place becomes available we will contact you, even if you have accepted a place at another school. We will maintain the waiting list until end of term Autumn 2020. If you wish to remain on the waiting list beyond that time you will need to write to us.

8. Admissions Above the Published Admission Number.

8.1 The Central Bedfordshire Admissions Forum has agreed to the following exceptions which may result in the admission number for the school being exceeded.

8.2 For the Normal Admission Round

- The admission of catchment area students, where the parent has expressed a preference (whether first second or third), for the catchment school as part of the normal admission

round and in accordance with the published admissions arrangements. This is not, a guarantee of a place.

8.3 For In-Year Admissions:

- The admission of students who have an EHCP which names the school, when that student has either been assessed or moved into the area outside the normal admissions round
- The admission of students in accordance with the Fair Access Protocol
- The admission of students who have moved into the area, where there is no other suitable school within a reasonable travelling distance, or where the admission of an additional catchment area child would not prejudice the provision of efficient education or the efficient use of resources. Before admitting children under this exception, Governing Bodies that are their own admission authority will consult their Local Authority who will be able to advise whether the first of these conditions applies.
- The admission of a 'looked after' child outside of the normal admissions round
- The admission of a twin or children from multiple births
- The admission of service children
- The admission of a child in very exceptional circumstances in which the Local Authority and the Headteacher are in agreement that not to agree to admit the child would be perverse

9. Monitoring and Review

9.1 The Governing Body along with the Headteacher are responsible for monitoring this policy and

will review all aspects relating to admissions on a regular basis to ensure the effectiveness of the procedure.

9.2 The school abides by the Statutory Code for Admissions 2014/2015, and will consult regularly with all stakeholders with regard to the school's capacity and admissions number.

9.3 This policy and procedures will be reviewed bi-annually by the Headteacher and Standards Committee of the Governing Body.

10. Communicating the Policy and Procedures.

10.1 There is a legal requirement for the Admissions Policy and Procedures to be publicised. The Admissions Policy and Procedures will be published on the schools web site www.brooklandsschool.co.uk and is also available on request from the school reception.

Appendix One

Definitions.

Parents or Guardians

Parents or Guardians are defined as adults having a legal responsibility for the named child.

Siblings

A sibling refers to a brother or sister, half-brother or sister, adopted brother or sister, step-brother or sister or the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

Children of Staff

This applies to permanent staff full time and part time. The relationship to the child is defined as by blood or adoption or with legal parental responsibility and living with the child in the same house Monday – Friday for a minimum of two years.

Home Address

A student's home address will be regarded as the address of the parent / carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents / carers at more than one address, the address used to allocate a school place will be the one at which the student is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

Personal Details

Although we are not asking for proof of residence or evidence of parental responsibility, we do carry

out random checks and you may be requested to supply this information at a later date.

Catchment area

This previously was the area specified by the Local Authority as the geographical location from which students would be drawn - usually but not necessarily the nearest school to the child's home. The notion of catchment no longer exists and Brooklands will accept students from within and beyond the town.

Special Educational Needs

Students who have an EHCP are required to be admitted to the school which is named on the plan, even if the school is full. Students identified for admission through the fair access protocol will also be admitted even if the school is full.

'Looked After' Children

A 'looked after' child is a child who is (a) in the care of the Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see Section 22 (1) of the Children Act 1989).

Previously 'Looked After' Children

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence 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).

'Very Exceptional' Medical Grounds

'Very exceptional' medical grounds refers to cases where there are **exceptional** medical reasons

which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Local Authority reserves the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent / carer, brother or sister or other relative / child-minder.