

## **BIRKLANDS PRIMARY SCHOOL**

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'Work hard, be kind'

## **Birklands Primary School**

### **Admission Arrangements 2017-2018**

The Governing Body has a planned admission number (PAN) of 45 (forty five). This is the number of children who can be admitted into the "intake year" and preferences are agreed until the PAN for first admissions has been reached.

The following oversubscription criteria will be used to determine how places are allocated when there are more applications than places available. In the event of oversubscription, within **any** criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured using the Local Authority's computerised measuring system, from the entrance to the child's home to the principal entrance to the main administrative building of the school.

Children who have a statement of special educational need via an education, health and care plan, that names Birklands Primary School will be admitted. This will reduce the number of places available for other children.

### **Criteria:**

- 1 Children who are "looked after" (see note 1).
- 2 Children who live in the catchment area and who, at the time of admission, have a sibling (brother or sister) who attend the school
- 3 Children who live in the catchment area
- 4 Children who live outside the catchment area and who, at the time of admission, have a sibling (brother or sister) who attend the school
- 5 Other children who live outside the catchment area

### **Special circumstances**

Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs will be given special consideration. The evidence must be presented at the time of application. Admission under 'special circumstances' will take precedence over all but the first numbered criteria. This will be considered by the Strategic and Pupil committee

Where children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil, the Academy will admit the other sibling as an 'excepted pupil', until the class size falls back to the current infant class size limit

All applications must be made on the common application form issued by the home Local Authority. The form must be completed and returned by the closing date. All applications received after the closing date will be considered after those received on time.

If applications exceed the number of places available, the school will operate a waiting list for Reception year, in accordance with the above oversubscription criteria. Places on the waiting list may go up or down depending on whether places become available, or if late applications are received. The Governors of the school, in partnership with the Local Authority, will administer the waiting list for the duration of the co-ordinated scheme. **This waiting list will close at the end of the Autumn term.**

If a child is not allocated a place, parents/carers have a statutory right of appeal. Appeals can be lodged by writing to the Governors and appeals are heard by an independent appeals panel. The decision of the panel will be binding on parents and on the school.

The Governing Body operates a single entry admission policy prior to a child's fifth birthday, admitting children full-time at the beginning of the Autumn Term. Some parents wish to defer the start of full-time education until compulsory school age. If you would like to take up this option, you may arrange the details with the Head Teacher. However, if your child's birthday falls between 1 April and 31 August, deferring admission until compulsory school age would result in your

child being admitted into a different admission year and it is advisable to speak to the Local Authority if you are considering this option.

### **In-year admissions**

From September 2014, local authorities may coordinate in year applications for parents in their area (known as "home LA"), however Birklands Primary School are able to manage applications directly through the school. This does not affect the rights and duties of the governing body to set and apply their own admission arrangements and oversubscription criteria. The school will communicate their decision to the local authority so that figures and the availability of places in the area can be kept upto date. School will notify the parent of the decision to either offer or refuse a place. Parents will be required to confirm their acceptance of a place to the school within 14 days. The local authority must also inform parents of their right to appeal of the refusal of a place.

All applications received for in-year admission will be dealt with in accordance with the above criteria. In the event of a place being available in the appropriate year group then that place will be offered by Governors but communicated to parents by the home LA

Waiting lists will be held for in-year admissions.

Children of nomadic travellers will be allocated a place at the school where a place is available. In the event of oversubscription the school will liaise with the Local Authority to enable a place to be found in a school without delay.

### **Definitions**

Birklands Primary School Governors use the same definitions as published in Nottinghamshire County Council's Admissions to Schools Booklet in respect of home address, looked after child, parents, siblings, twins and multiple births and nomadic travellers.

Note 1

*A 'looked after' child or a child who was previously looked after but immediately after being looked after became the subject to an adoption, residence or special*

*guardianship order* \*. 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 definition in section 22(1) of the Children Act (1989)

\* An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence' order is an order settling 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)

February 2016

To be reviewed annually