



The Bramble Academy

Admissions Policy

2021/22

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Rationale

The Bramble Academy provides for the needs of children within the 3 to 11 age range. Pupils will be admitted at the age of 3+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Evolve Trust is the Admitting Authority for the Bramble Academy.

The Academy has an agreed Published Admission Number of 45 for the year 2021/22 and, subject to any changes approved or required by the Secretary of State, for subsequent years.

Admission number for primary provision (age 5)

All children are entitled to a full-time place in the September following their fourth birthday.

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Variations to admission numbers

In accordance with the School Admissions Code, in any specific year, The Evolve Trust may set a higher admission number for the Academy than its agreed admission number for an applicable year group. The Academy is not required to consult on its PAN where it proposes either to increase or keep the same PAN. The Academy must consult where they propose a decrease to the PAN.

The Bramble Academy must notify the Local Authority of its intention to increase the PAN and reference to the change must be made on the Academy's website

Process of Application

Arrangements for applications for places at the Bramble Academy will be made in accordance with the Nottinghamshire LA's co-ordinated admission arrangements; parents resident in Nottinghamshire can apply online at:

www.nottinghamshire.gov.uk/schooladmissions

Parents resident in other areas must apply through their home Local Authority. The Academy will use the Nottinghamshire LA's timetable for applications to the Bramble Academy each year (exact dates within the months may vary from year to year).

- a) September/October - the Bramble Academy will provide opportunities for parents to visit the Academy
- b) By 31 October – Parents complete the common application form (CAF) and return it to the LA to administer
- c) 16 April – Primary National Offer Day

Consideration of applications

The Evolve Trust will consider all applications for places at the Academy. Where fewer than the published admission number(s) for the relevant year groups are received, The Evolve Trust will offer places to all those who have applied. Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Procedures where the Bramble Academy is oversubscribed

Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Reception (statutory age 5) – oversubscription criteria

The Academy will first accept all pupils with a statutory right to a place through a Educational Health and Care Plan (EHC) naming the Academy.

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1. Looked After Children and previously looked After Children.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a sibling attending the Academy.
3. Other children who live in the catchment area at the closing date for applications.
4. Other children who live outside the catchment area.

In the event of oversubscription, within any of the above criterion, preference will be given to children who live nearest to the Academy as the crow flies.

In the event that two or more distances are exactly the same, the Academy will use a method of random allocation by lot, drawn by an independent person outside of the Academy.

If applications exceed the number of places available the Academy will operate a waiting list in which priority for places will be given on the basis of the above criteria.

Measuring distance ‘as the crow flies’

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the Academy as the crow flies. Distances are measured from the entrance to the child’s home to the principal entrance to the main administrative building of the Academy. In the event of two distances being equal, lots will be drawn and independently verified.

Arrangements for in-year Admissions

The Evolve Trust is the admission authority for the Academy. All in year applications are to be made directly to The Evolve Trust on the standard application form which can be found on the trust and school website. Applications should then be emailed to the following:

office@bramble.evolutrust.org

Applications will be processed on the basis of a place being available and by using the published over subscription criteria. If a place is not available in the year group for which a student applies the academy operates a waiting list. The Evolve trust will not accept any in year applications for the following year groups Year 2 and Year 6.

Late applications

Late applications are those submitted after the closing date. The last date for exceptional late applications and changes to preference to be received by NCC in order for a decision to be made whether the application can be considered as on time is **15th January**, providing the applicant can provide evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation, and family trauma. Supporting evidence may be required.

When the Academy is informed by the Local Authority that a place has been offered, it will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within four weeks, the school will notify the Local Authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list

Waiting Lists

If, after the offer of places has been made, the Academy is over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administered by The Evolve Trust. The waiting list will be re-ranked in accordance with the Academy's published oversubscription criteria. Once the coordinated scheme is closed, the waiting list will remain open but will be administered by The Evolve Trust. The waiting list will be maintained until the end of the current academic year.

Independent Appeals

Where an application is refused and a place is available, parents have the right to an independent appeal.

Appeals should be addressed to The Evolve Trust c/o The Beech Academy, Fairholme Drive, Mansfield, Nottingham NG19 6DX or admissions@brunts.evolve-trust.org within twenty days of refusal.

Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances.

Applications outside the normal year of entry

Any parent wanting their child to be admitted out of the normal age group should submit an application to The Evolve Trust as soon as possible. When such a request is made, the Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent. The Evolve Trust is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to.

All such applications will be considered.

Withdrawing an offer of a place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place within a reasonable amount of time.

DEFINITIONS

Looked after and previously looked after

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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).

Home address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought. The evidence should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

Parent

- the mother of the child
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- an adoptive parent

- Any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.

The person making the application must hold parental responsibility. In all cases, those with parental responsibility must be in agreement with preferences made.

Sibling (a brother or sister)

- a brother or sister who shares the same parents
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

Multiple births

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Catchment Area

Details of the catchment area school for your address can be obtained from the Nottinghamshire County Council website: www.nottinghamshire.gov.uk

The catchment area of the Academy can be viewed on the Academy website by following the instructions provided under Parent Information 'Admission Arrangements'.

The Academy website can be accessed at:

<http://www.brunts.evolvetrust.org>