

BIRKLANDS PRIMARY SCHOOL**Head of School:** Mrs C Smith

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*'Work hard, be kind'***Birklands Primary School****Admission Arrangements 2022-2023**

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 from the main school office to an address point (using eastings and northings as defined by O.S.) to the child's home using the LA's computerised distance measuring software. In the event of a tie-break then places will be allocated to those who live the nearest.

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 definitions).
- 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 or the child currently attends our school nursery at the time of application
- 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 through your home local authority. For Nottinghamshire residents this can be found on the NNC website:

<https://www.nottinghamshire.gov.uk/education/school-admissions>

Applications should be completed by the closing date for applications as stated in the Nottinghamshire Co-ordinated scheme.

Late applications are processed in-line with the coordinated scheme.

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.

Admission of children outside the normal age-range

Parents may request in writing admission out of normal age group, for example, if the child is gifted and talented or has experienced health problems. Written requests will be assessed by a sub-committee of the school governing board. Once a decision has been made a written response will be sent.

In addition, the parents of a **summer born** child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

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 up to 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. It is the responsibility of the admission authority to inform parents of their right to appeal. Parents can appeal the refusal. This appeal must be lodged within 20 school days from the date of the notification that their application was unsuccessful. This enables time to prepare and lodge their written appeal.

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.

As a school we do adhere to Nottinghamshire County Council's Fair Access Protocol.

Definitions

Birklands Primary School Governors use the same definitions as published in Nottinghamshire County Council's Admissions to Schools

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 (that is, 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 and this 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. For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, Nottinghamshire County Council will accept a Unit postal address or quartering area address for a service child.

Parents: 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.

Siblings (brothers or sisters): brothers and/or sisters who share the same parents(s) • 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.

Looked After and previously looked after children: 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).

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

Infant Class size: The law limits the size of an infant class (a class in which the majority of children will reach the age of 5, 6 and 7 during the school year) to 30 pupils per school teacher. The class size legislation makes allowance for the entry of an additional child in certain limited circumstances. The School Admissions Code 2014 (section 2.15) sets out these exceptions. This information is also available at www.dfe.gov.uk

April 2021

To be reviewed annually