

Bredenbury Primary School

ADMISSIONS POLICY

2022 - 2023

Signed and dated: 24.02.2021

Chair of Governors: *C Edwards*

Head of School: *S McAtear*

This Policy is STATUTORY

In accordance with the Articles of Government, the Authority and School Governing Bodies must consult annually on school admission arrangements.

INTRODUCTION

Bredenbury Primary School seeks to be an inclusive school, welcoming children from all backgrounds and abilities. Our Governing Body applies the regulations on admissions fairly and equally to all those who wish to attend this school. Our school is a Foundation School, and it determines the admission arrangements in agreement with the Local Authority (LA). All applications should be made on the LA form to the LA who will coordinate with the school to determine whether a place is offered. This applies to all applicants, including within year applicants.

Please read this policy in conjunction with 'Information for Parents' booklet which can be obtained, on request, from the school office and from the LA.
schooladmissions@herefordshire.gov.uk

Reviewed by Governors in:	November 2020
Ratified by Governors on:	12 th November 2020
To be reviewed by Governors in:	November 2021

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AIMS AND OBJECTIVES

School admission arrangements should work for the benefit of all parents and children.

- The arrangements should be as simple as possible for parents to use and help them to take the best decisions on the school for their children.
- The arrangements enable parents' preferences for the schools of their choice to be met to the maximum extent possible.
- Admission criteria are clear, fair and objective, for the benefit of all children including those with special needs or with disabilities.
- Admission arrangements contribute to improving standards for all pupils. Parents have easy access to helpful admissions information.
- Local admission arrangements achieve full compliance with all relevant legislation and guidance – including on Key Stage 1 class sizes and on equal opportunities – and take full account of the guidance in this code.
- Admissions to Bredenbury Primary School are under the control of the Governing Body. The criteria for allocating places are set out in the Herefordshire Council booklet Admissions and Transfers to Schools which is reviewed and published annually.
- Parents wishing to apply for a place do so on one of two forms PA1 (for admission into the reception class) and CA1 (the In-Year Transfer Application Form).

ADMISSION ARRANGEMENTS

Terminology and general rules affecting primary schools.

- **Catchment Areas**

Each Community, Academy, Foundation and Voluntary Controlled School serves a defined catchment area. Children whose parents apply on time are

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given priority for a place at the school serving their ordinary place of residence unless their parents ask for a place at a school in another area. Catchment areas are kept under review and may be changed from time to time. Changes are made only after careful review and consultation with parents, schools and local communities.

- **Ordinary Place of Residence**

A child's ordinary place of residence is the address at which the child normally lives. There are some rules, which apply when a child moves to a different address. Those rules may affect a child's entitlement for school admission. Please contact the Pupil Admissions Office if you have any queries about changes of address.

- **Change of Home Address**

If you move house, your child may remain at the school at which they are registered, should you so wish, but you may not be eligible for free transport if the move is to a property outside the catchment area.

When families with children of school age move into a new area and wish to transfer their children to a different school, parents should at the earliest opportunity either ask at schools in the area or contact the Pupil Admissions Office. Even if parents apply for the school provided for the child's home address, a place cannot be guaranteed if the year group is full. In these situations, the Council may designate an alternative primary school or the parents may decide to use the appeal process.

- **Published Admission Numbers (PAN)**

Each school has an admissions number, which is the number of pupils that the school can admit each year. The admissions number will be taken into account by the Council and the Governing Body of an Academy, Voluntary Aided and Foundation school when considering applications from parents. Some

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applications will be turned down if the total number of applications is greater than the published admission number. In such circumstances, parents have a right of appeal.

- **Definition of 'Sibling'**

Herefordshire Council's oversubscription policy defines the brother/sister qualification -to qualify under this category a sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parents/carer's partner, and in every case the child should be living in the same family unit at the same address. However, the Council will consider applications for foster children under priority 3 of the oversubscription policy if there are special circumstances to maintain the importance of daily family life.

- **Multiple Birth policy**

If when places are offered under the Co-ordinated Schemes only one child from a multiple birth family can be admitted (one of a twin or triplet for instance) then subject to clause 2.15 of the School Admission Appeals Code places will be offered at the same school to the other children from the same multiple birth.

- **Looked After Children**

Looked after children and children who were looked after but ceased to be because they were adopted or became subject to a residence order or special guardianship order.

- **Exceptional circumstances**

Children with exceptional medical, social or compassionate grounds for admission and whose parents can show that entry to a particular school only is necessary for the well-being of their child. Parents are required to produce a

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medical certificate or other appropriate information preferably from an independent source. Applications on such grounds will not be considered by the Director of Children's Wellbeing or the advisory panel unless this supporting information is attached to application form.

- **Parental Interviews**

Parents should note that interviews are not part of the admissions process, though it is sensible for parents to visit the school before deciding whether or not to apply

CO-ORDINATED PRIMARY ADMISSION ARRANGEMENTS **FOR HEREFORDSHIRE**

Admission to reception class – September 2021 onwards

- **Implementation of Scheme**

This scheme will apply to all parents/guardians wishing for their children to be admitted to any maintained primary school within Herefordshire.

- **Number of Preferences and Closing Date**

All parents will be invited to state three first preferences, in ranked order, on a common application form, which will also apply to all voluntary aided and foundation schools and Academies.

- **Date of Admission**

Children reach compulsory school age at the beginning of the term following their 5th birthday. In Herefordshire, however, most children start school at least a term earlier than the law requires. The Council's standard admissions policy entitles parents to places for their children, in one of the Council's maintained schools, according to the date of their child's 5th birthday, as follows:

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- In the Autumn Term if 5 between 1 September and 31 December inclusive
- In the Spring Term if 5 between 1 January and 30 April inclusive
- In the Summer Term if 5 between 1 May and 31 August inclusive

The Autumn Term begins after the summer holidays, the Spring Term after the Christmas and New Year holidays, and the Summer Term after the Easter holidays.

- **Option for Delayed Entry**

The law does not require a child to start school until the start of the term following their fifth birthday. The date compulsory school age is reached is determined by dates set by the Secretary of State for the autumn, spring and summer terms. These dates are 31 August, 31 December and 31 March. Therefore, parents are not obliged to take up the offer of a place in September and they can delay the admission until the beginning of the spring or summer term in the term after the child's fifth birthday.

- **Deferred Entry – for Summer Born Children**

As previously stated, parents are not obliged to take up places for their children any earlier than the law requires (i.e. currently from the term following their 5th birthday.) Schools cannot require children to start sooner than parents wish. If parents do wish to defer taking up a place for their child, they are strongly advised to discuss the matter first with the school or with the Pupil Admissions Office, and parents must apply by the closing date for applications. Parents who have applied for and have been allocated a place for a particular school have every right to wait until the term specified in the Council's standard admissions policy or until compulsory school age. However, there could be complications for pupils with birthdays between 1 May and 31 August, as the term for compulsory admission would be in September at the

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start of the following school year. In the case of a summer born child therefore the admission would normally be directly into Year 1 (i.e. missing the reception class) in order to keep the child in his/her year group. In this respect a child would normally be placed directly into Year 1 and therefore would have missed the reception class but the school may not be able to guarantee a place if the class group had already reached its Published Admission Number (PAN). If parents wish, in these circumstances, to consider placing their child in a year group below the child's chronological age then please read the information contained in the Herefordshire Local Authority policy "Children Out of Year Document" available to view on the council website at www.herefordshire.gov.uk/education/37894.asp

- **Registering your Interest with Primary Schools**

If your child is not old enough to start school yet, you may register an interest at any school you want by contacting the school office. When your child is old enough, the school will get in touch with you so that you can collect a booklet and admissions form for that year.

Registering an interest at a school does not give your child priority for a place just because their name has been down longer than any other child.

- **Allocation of Places**

Places in reception classes for all maintained schools are allocated on the basis of applications received on or before the published closing date. Applications should be sent to the Pupil Admissions Office. The closing date applies for all admissions during the school year, including children who might be entitled to start school in January or April of that year.

The Primary National Offer Day for the admission year will be during the third week in April.

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BREDENBURY PRIMARY SCHOOL

ADMISSION CRITERIA

We are able to admit up to 10 pupils in the first year group each year.

- **Admission to the Reception class**

Places will be allocated on the basis of applications through the Herefordshire coordinated scheme for primary admission. This allows parents/carers to apply for entry to any Herefordshire primary school by means of the Herefordshire Primary School Admissions Application Form, available in the Guide to Parents on Admissions and on-line via the LA's website.

Once a child is allocated a place at Bredenbury Primary School, we will offer a full-time place for September of that year.

The Governing Body will endeavour to admit all children whose parents want them to join our School.

- **In-Year Transfer** - transferring your child to Bredenbury Primary School other than at the normal time of admission

Parents wishing to transfer their child to the same age group from another local school should discuss the transfer with the Head Teacher of their child's present school in the first instance.

Parents should give thorough consideration to any application to transfer schools. It is feasible for places to be offered at a school up to a maximum of six school weeks ahead of your child's intended start date – this will allow for a planned approach to your child's transfer.

It is important for parents to visit the school or schools you have an interest in beforehand. This visit may influence your decision about which school(s) to apply for. Please note however that interviews are not part of the admissions process, although it is sensible for you to discuss with school staff any issues that

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you feel are important, or that the school will need to address in the event that a place is offered following an application. If you are not able to visit a school information is available on the internet via www.herefordshire.gov.uk.

You may also wish to consult the latest Ofsted report via www.ofsted.gov.uk, and the individual website for the school that you are interested in.

Alternatively contact the School Admissions Office on 01432 383168, or schooladmissions@herefordshire.gov.uk

The outcome of your application will be communicated to you by the Admissions Authority for the school. Where vacancies are limited and more applications are received than places available, places will be allocated by means of the over-subscription criteria for the school published in the Information for Parents Booklet available on the Herefordshire Council website.

- **Procedure required from the parent when completing the In-Year Transfer Application Form**

If you decide to make a formal request for transfer you must complete the In-Year Transfer Application Form (available at all Herefordshire schools, or via the Herefordshire Council Website) and submit it to your preferred school.

All straightforward applications will be processed within 10 school days, provided that all sections are completed.

- **In-Year Transfer summary of procedure**

- Parent/carer - determines preference school by visiting or researching local schools.
- Parent/carer and current school - completes application.
- Parent/carer - submits application to preferred school.
- The Admissions Authority for the school informs parent / carer of the outcome within 10 school days assuming the application is straightforward. (Academy and Voluntary Aided schools act as their own Admissions Authority)

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- If application is not straightforward the Head teacher of the school may advance the application to the Local Authority for consideration under the In Year Fair Access Protocol - a decision will be made within 20 school days.
- If refused a place at your preferred school, you will be offered the opportunity to appeal against the decision. How to appeal will be detailed in the refusal letter.
- If refused or you require further assistance to resolve an In-Year Transfer issue contact the School Admissions Office on 01432 383168 for advice.

- **In-Year Fair Access Protocol**

Each local authority operates an In Year Fair Access Protocol, agreed with the schools in its area to ensure that outside the normal time for admission children (especially the most vulnerable) are placed at a suitable school as quickly as possible. In agreeing a protocol, the local authority must ensure that no school (including those with available places) is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour.

- **Applications from parents who do not live in Herefordshire**

Any applications for the admission of pupils who live outside the county are always considered. Parents should apply to their home Local Authority who will send the details to Herefordshire. In the case of out of county residents applying to Herefordshire schools the applicant's home authority will make the offer on our behalf.

- **Getting to School - Primary School Transport**

Herefordshire Council have a statutory duty to provide home to school transport assistance for Primary School pupils who meet one of the following criteria.

- Is attending the nearest or catchment school and lives over 3 miles from the school.

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- Is under 8 years of age attending the nearest or catchment school, living between 2 and 3 miles from the school.
- Is over 8 years of age attending the nearest or catchment school, living between 2 and 3 miles and is in receipt of free school meals.
- Is attending the nearest or catchment school, living less than 3 miles from the school on a route that has been designated as containing exceptional hazards and is too dangerous for an accompanied child to walk.
- Is attending the nearest Aided Church School on genuine denominational grounds and: -
 - ✚ Is over 8 years of age and is living more than 3 miles from the school.
 - ✚ Is under 8 years of age and living between 2 and 3 miles from the School. (Transport will not be provided until the term in which the child turns 5).
 - ✚ Is over 8 years of age and living between 2 and 3 miles and is in receipt of free school meals.

Parents should think about how their child will get to school. Free School Transport is only provided in these specified circumstances. Please consult the transport section of the Council's website for a downloadable application form. Alternatively, please contact the transport section on 01432 260924 who will assist you further.

ROLES AND RESPONSIBILITIES

- **Local Authorities Responsibilities**

Local Code of Practice for Admissions Authorities and Schools concerning contacts with parents on Pupil Admissions and Transfers.

1. Herefordshire Council will publish the "Information for Parents" handbook and that document will form the basis of the information given to parents.
2. The Council will not comment on the performance of one school compared to another, nor advise parents on particular actions to obtain a place at their preferred school. Parents requesting information about

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pupil performance in examinations results will be given the Department for Education performance table phone number (free phone) and will be expected to draw their own conclusions.

3. Advice given to parents following the publication of the handbook will be limited to clarification of information within the handbook, with the exception that if parents request it, the numbers of children living in catchment areas of particular schools will be provided if possible (some research may be needed in some cases).
4. All parents and schools will be treated equally, and with courtesy at all times.
5. The Pupil Admissions Office will advise schools of the number of applications received for their school as soon as possible after the closing date(s).
6. Parents will be informed of the outcome of their application by the end of April each year for Reception year applications. No information or comment about the prospects of a successful application will be given prior to those dates.
7. Following the announcement of decisions, the Council will advise parents of their right to use the appeals procedure giving a date (normally within 2 weeks) by which the decision to appeal must be made and notified to the Pupil Admissions Office.
Appeals will be heard within 40 school days of the date indicated for parental reply (see paragraph 6 above).
Parents can be informed of their place on any waiting list.

All schools will ensure that:

- All parents are given the same basic information, i.e. that applications are dealt with by the Pupil Admissions Office and that appeals are possible if places must be refused when the year group is full.

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- All parents are treated equally, whether they are in-catchment, out-catchment, or out-county and regardless of their own or their children's circumstances, unless the children have been excluded from two schools.
- Parents and children are not interviewed individually before enrolment has occurred - it is of course in order to give parents making inquiries written information about the school, tell them about how the school operates and what it expects of parents and children, and show them around the premises.
- Children will not be tested or assessed by the school before enrolment.
- The school will not comment to any parent on their chances of being successful – parents should simply be referred to the Pupil Admissions Office for the latest information.
- Parents will not be told anything about the position relating to other applicants or children who might be leaving.
- Parents will not be given the names or other personal details of other applicants.
- Individual parents will not be supported by the school at appeal, or briefed to help them with their appeals.
- Primary School staff will not support transfer applications to particular High Schools.

The Head of School will ensure that:

- Pupils are admitted only in accordance with this policy.
- The School is represented on the LA admissions forum.
- Where places are available, pupils are admitted in accordance with the agreed priorities.

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All Staff will ensure that:

This policy is followed when advising prospective parents and admitting pupils.

Governing Bodies will ensure that:

- The admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities.
- The admissions policy is published on the school's website and made available to parents and potential parents.
- The admissions register is kept up to date.
- An appeal panel is in place to hear parents appeals against non-admission.
- The net capacity formula is reviewed annually, and proposed variations communicated to the LA's Admissions Forum.

Taking account of the school's capacity, Indicated Limit and the Standard Admission Number applicable, the maximum number of pupils to be admitted to the first-year group (Reception) during the year 2021/2022 is 10.

RESERVING OF PLACES

The school does not reserve any places.

OVERSUBSCRIBED CRITERIA

The criteria, to be applied in the event of oversubscription in the Reception class, listed in order of priority, have been approved by the Authority for the County and Voluntary Controlled Schools in Herefordshire (as published in the latest Information for Parents Booklet). Copies of this may be obtained from the school office.

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Once children with Statements of Special Educational Need have been admitted to the school (as required by Section 324 of the Education Act 1996) then places are allocated in accordance with the following admission rules:

Priority 1 - **Looked after Children** in public care.

Priority 2 - Children living within the **defined catchment area**.

Priority 3 - Children who have an **older sibling** at this school.

Priority 4 - Exceptional circumstances – children with **exceptional medical, social or compassionate** grounds for admission and whose parents can show that entry to a particular school only is necessary for the wellbeing of their child.

Priority 5 - Distance – children who live **nearest** to the school by the shortest available walking route.

Please refer to Herefordshire Admissions Arrangements for footnotes for each Priority group.

APPEALS

Parents/carers may appeal against a decision not to admit a child.

ARRANGEMENTS FOR MONITORING AND EVALUATION

- The number of pupils on roll will be reported to the Governing Body each term.
- The reasons for pupils leaving will be explained, on request, to the Governing Body by the Headteacher.
- Implications of falling roll will be discussed by Governors.

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CONTACT POINTS

Email - schooladmissions@herefordshire.gov.uk

[Primary school admissions – Herefordshire Council](#)

Apply for a primary school mid-year

[Primary school admissions – Herefordshire Council](#)

Address: School Admissions, Herefordshire Council, Plough Lane Offices, Plough Lane,
Hereford HR4 0LE

Telephone: Reception admissions officers 01432 260926 or 01432 261574

[School and college transport – Herefordshire Council](#)

[Home to school transport policy \(herefordshire.gov.uk\)](#)