

## Broughton Primary School

### 2019/20 ADMISSIONS POLICY

#### THE ADMISSION NUMBER

The admission number is 20. This is the number of children who will be admitted to the Reception intake group in September 2019. Additional children may be admitted under limited circumstances in line with the schools Admission Code.

#### THE CLOSING DATE FOR APPLICATIONS

The closing date for applications for September 2019 entry is 15 January 2019. Applications must be submitted using form SA1, which is issued by the Local Authority [LA]. Form SA1 and more information about the application process are contained in the parental information pack published for parents by the LA. This information is also available on the Cumbria County Council website.

#### THE ADMISSIONS POLICY

If at any time there are more applicants than places available, children will be admitted in the following order of priority, which will be applied in conjunction with the notes below.

1. Looked after children and previously looked after children. 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)
2. All children with either a Statement of Special Educational Needs or with an 'Education, Health and Care Plan' names Broughton Primary School.
3. Children living in the catchment area who have brothers or sisters in the school at the time of their admission. [see note 1 below]
4. Other children living in the catchment area giving priority to those living closest to the school measured by the shortest walking route by road.
5. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission. [see note 1 below]
6. Children living outside the catchment area, giving priority to those who live closest to the school, measured by the shortest walking route by road. This would be calculated using the Local Authority GIS System.

**Note 1** - If it is necessary to prioritise in categories 3 or 5, priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address and includes step and foster children.

Applications will be prioritised using the above criteria.

#### THE CATCHMENT AREA

The catchment area is the villages of Great and Little Broughton and the LA has a map available of this area if required.

## THE RIGHT OF APPEAL

Any parent not offered a place has a right of appeal to an Independent Appeal Panel. The panel would be entirely independent of the Board of Directors. Any parent wishing to appeal should send notification of their intention to the Clerk to the Board of Directors at Broughton Primary School. The school will then arrange for the Legal and Democratic Services Unit to make arrangements for an independent appeal panel.

## WAITING LIST

Once places have been allocated in the Reception intake the LA will on the 13<sup>th</sup> May 2019, re-allocate any places which become available as a result of parents not wishing to take up their offer. The Board of Directors will then reallocate any places which become available until the start of the academic year.

*After this the parents of any child who has been refused admission can ask at the school for their name to be placed on the waiting list. Any vacancies which arise will be allocated using the Board of Director's admissions policy shown above and length of time on the waiting list will not be a factor as any added child will require the list to be ranked again in line with the published oversubscription criteria. A waiting list will also be held for other year groups.*

Each admission authority **must** maintain a clear, fair and objective waiting list until at least 31<sup>st</sup> December of each school year of admission.

## DEFERRED ENTRY TO RECEPTION

Summer born children do not attain compulsory school age until the September after they would normally start in Reception. In line with government recommendation, the Directors will admit these children into a Reception class a year later than usual at their parents' request. These children will remain eligible for their full entitlement to schooling, and will subsequently transfer to secondary school with other children in the year group in which they have been educated, rather than with their 'chronological cohort.'

If a child who has not reached statutory school age has been allocated a place in Reception and their parent wishes to delay their entry the place will be held open. The place must be taken up when the child reaches statutory school age or by the start of the summer term at the latest. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

## THE NURSERY

*Allocation of a place in Broughton Primary School Nursery does not guarantee that a child will be allocated a place in the Reception class.*